

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DODE04424513 DATE POSTED: 08/05/22  
 POSITION NO: 240540 CLOSING DATE: 08/25/22 by 5 PM  
 POSITION TITLE: Program Supervisor II

DEPARTMENT NAME / WORKSITE: Office of Special Education & Rehabilitation Services / Dine Education / Gallup, NM  
 WORK DAYS: Mon - Fri REGULAR FULL TIME:  GRADE/STEP: BQ65A  
 WORK HOURS: 40 PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 49,318.56 PER ANNUM  
 SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 23.62 PER HOUR  
 NON-SENSITIVE  TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Coordinates day-to-day supervision to Developmental Specialist and Family Service Coordinators staff. Provides supervision of staff during the absence of the Program Manager based on knowledge of federal, state, and Navajo Nation program requirements, program operational activities, mission, and client service requirements. Maintains an open communication and effective working relationships. Develops staff levels and employee development requirements based on Employee Performance Appraisals for staff in Gallup, Crownpoint, and Farmington. Employee performance will be based on program priorities, staff strengths and weaknesses, and staff training needs. Meets with staff to review job duties and performance criteria and evaluates on a monthly and quarterly basis. Submits EPAF annually. Organizes and meets with federal and state representatives and makes administrative decisions that significantly impact the program, including personnel, budget, procurement and similar administrative responsibilities which support overall program operations, goals and activities. Assists in revising program policies based on federal and state requirements for early intervention. Policies must meet eligibility guidelines, 45 day timelines, IFSP, parent rights and procedural safeguards and transition to pre-school requirements. As a supervisor, assures uniform implementation of program policies. Develops a coordinated management plan that addresses child find, public awareness, parent training, direct services for infants and toddlers with disabilities. Assures that the plan is consistent with the state's plans for team based model, assures that children are identified early and that services are provided in a culturally appropriate manner. Develops an evaluation plan for early intervention services and management plan that provides qualitative and quantitative measures for outcomes and progress. Prepares a corrective action plan for any areas that indicates a slippage or non-compliance of timelines and services. These requirements must also consider national benchmarks. Prepares monthly, quarterly and annual reports for submittal to Program Manager, Department Director, Office of the President and Vice President. Assists with budget preparation and budget forecasts. Prepares and compiles child count data for submittal to NMFIT, for child count figures IDEA, Part C and B. Prepares biennial report to be submitted to NMFIT every two years.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Education, Special Work, Education, Social Education or closely related field; and two (2) years of program related experience; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license, Cardiopulmonary Resuscitation (CPR) certification and First Aide certification.

**<<A favorable background investigation>>**

**(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)**

**Special Knowledge, Skills and Abilities:**

Ability to communicate and translate effectively in Navajo and English. Have Knowledge of the early intervention process as well as the Individual with Disabilities Education Act (IDEA), Part C, the New Mexico Department of Health Family Infant Toddler Program (NMFIT), New Mexico Early Intervention Program (EIP) and the Navajo Nation program policies and procedures.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**