

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

REQUISITION NO:	<u>DODE04421521</u>	DATE POSTED:	<u>08/06/21</u>		
POSITION NO:	<u>234461</u>	CLOSING DATE:	<u>Open Until Filled</u>		
POSITION TITLE:	<u>SENIOR EDUCATION SPECIALIST</u>				
DEPARTMENT NAME / WORKSITE:	<u>Office of Standards, Curriculum &amp; Assessment Development/DODE - Window Rock, Arizona</u>				
WORK DAYS:	<u>Mon. - Fri.</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>BJ66A</u>
WORK HOURS:	<u>8 A.M. - 5 P.M.</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 51,865.92</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 24.84</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Work with Grant, Contract, BIE and Public Schools. Monitor and assist these schools for the Navajo language and culture programs. Provide training for Navajo language and culture teachers on curriculum development, teaching strategies and methods; one-on-one technical assistance culture teachers for effective language, culture and immersion programs as needed; prepare detailed report of Grant & Contract schools for reauthorization each year; assist and address teaching strategies, methods, educational theories and movements, content information of the Diné Content Standards, Navajo culture, customs and practices, information regarding language immersion, and others as may be requested by schools or as assigned by OSCAD, DODE or the Navajo Nation. Assists in the revisions of assessment instruments i.e., the Diné Content Standards, Oral Diné Language, Bilingual Seal, and the language & culture certification. Be cognizant of educational policies, legislation of all entities. Assist in proposal development for Navajo language and culture projects, assessment and training, resource development, working with parents and communities to implement language and culture learning environment; assist with Memorandum of Agreement between the public school districts and the Navajo Nation; assist with resource materials to supplement and compliment the (5) Diné Content Standards.

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

**Minimum Qualifications:**

- A Bachelor's degree in Elementary, Secondary Education or related field; and four (4) years of experience in the educational field including classroom teaching, teaching the Navajo language and culture.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.
- Native language and Culture Teaching Certificate for Pre-K - 12.

***(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:**

Knowledge of advanced educational concepts, principles, theories and administration. Knowledge of the practical application of educational concepts to existing educational systems, programs and services. Knowledge of the educational needs of the Navajo people. Knowledge of the Navajo traditional customs. Knowledge of the supervision and management. Skill in analyzing data and drawing valid conclusions. Skill in statistical manipulation. Skill in researching and locating data. Skill in proposal writing. Skill in preparation of budgets. Must read, write and speak Navajo. Travel to schools in Arizona, New Mexico, and Utah. Presentations for schools, conferences, and radio talk show; Knowledgeable about Navajo philosophy and traditional ways of knowing.

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