

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DODE04415982</u>	DATE POSTED:	<u>08/08/18</u>		
POSITION NO:	<u>241009</u>	CLOSING DATE:	<u>08/22/18</u>		
POSITION TITLE:	<u>Senior Education Specialist</u>				
DEPARTMENT NAME / WORKSITE:	<u>Office of Dine' Accountability & Compliance, Window Rock, AZ</u>				
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>A166A</u>
WORK HOURS:	<u>8:00 am - 5:00 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>48,464.00</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>23.30</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Recommends and participates in planning and developing appropriate education policies for the programs within the Department of Dine' Education. Provides technical assistance to all schools on the Navajo Nation to pursue contract or grant status by providing training to meet tribal requirements. Recommends and participate in planning, developing and provide training of the School Improvement Team and assist with Team Chair to prepare required reports based on school visits. Participate in the monitoring, assessment/review of school operations and programs pursuant to P.L. 93-638 contract and P.L. 100-297 grant; facilitate the tribal authorization process for BIE schools converting to contract or grant status. Provide technical assistance to schools on school improvement initiatives.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's Degree in Elementary, Secondary Education or related field; public administration or closely related field; and four (4) years in the educational field including classroom teaching and supervisory responsibility.

Special Requirements:

- 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:

Strong knowledge of Navajo and State Education Standards, Policies, and Federal regulations under P.L. 93-638, P.L. 100-297 and P.L. 95-561. Must have strong knowledge in PC computers in spreadsheet, data networking, graphics, MSWORD and EXCEL, compiling and analyzing school information via annual reports through WWWeb-Internet. Must be knowledgeable of Indian Education Laws, including Every Student Success Act (ESSA).

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