

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DODE04414209</u>	DATE POSTED:	<u>08/15/17</u>
POSITION NO:	<u>241086</u>	CLOSING DATE:	<u>OUF</u>
POSITION TITLE:	Senior Education Specialist		
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"/>
WORK HOURS:	<u>8:00 am - 5:00 pm</u>	PART TIME:	<input checked="" type="checkbox"/>
		SEASONAL:	<input type="checkbox"/>
		TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	<u> </u>
		DURATION :	<u> </u>
		GRADE/STEP:	<u>AB66A</u>
		\$	<u>47,756.80</u> PER ANNUM
		\$	<u>22.96</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Participates in research, planning and development of educational policies for the programs within the Department of Dine' Education. Provides technical assistance to Bureau operated schools that pursue to obtain grant or contract status per Tribally Controlled Schools Act and the Navajo Nation requirements. Participates in planning, development and provide training to School Improvement Team and prepares required reports based on schools' onsite reviews. As a member of the Administrative Review Team, monitors schools' operational requirements subject to Public Law 93-638, Public Law 100-297, and the Navajo Nation Sovereignty Act. On an annual basis reviews 10 to 15 Grant Schools' Reauthorization Application and reports to the Navajo Nation Board of Education to make final determination. Conducts inquiry and research at the local school level when critical incidents are reported.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Bachelor's Degree in Elementary, Secondary Education or related field; and four (4) years in the educational field including classroom teaching and supervisory responsibility; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- 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 PL 93-638, PL 100-297, and PL 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 Web-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.