**REQUISITION NO:** DODE04424694  
**DATE POSTED:** 08/26/22  
**CLOSING DATE:** Open Until Filled  
**POSITION NO:** 934671

**POSITION TITLE:**  
**DEPARTMENT NAME / WORKSITE:** Diné Education/Office of Diné School Improvement/Window Rock, AZ  
**WORK DAYS:** Mon-Fri  
**REGULAR FULL TIME:**  
**GRADE/STEP:** BQ70A  
**WORK HOURS:** 8:00a-5:00p  
**PART TIME:**  
**NO. OF HRS./WK.:** $75,460.32 PER ANNUM  
**SENSITIVE:**  
**SEASONAL:**  
**TEMPORARY:**  
**NON-SENSITIVE:**  

<table>
<thead>
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<th>DUTIES AND RESPONSIBILITIES:</th>
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<td>Plans, develops and directs program policies ad procedures, provides leadership and overall direction in the organization, administration, management and evaluation of the program; develops and implements monitoring and evaluation standards and procedures; interprets all laws, regulations, statutes, rules and policies affecting the program. Oversees data gathering and analysis; coordinates the development and maintenance of data acquisition methods, determines funding strategy and allocation of resources; prepares annual budget including other budgetary initiatives (federal, state, local), monitors performance standards. innovates as applicable, integrate and coordinate a unified program. Represents Navajo Nation and the program at various meetings with federal, state, local and other agencies; serves on committees, task forces and other established groups negotiates on behalf of President of the Navajo Nation non matters affecting the operation of the program; maintains administrative contact with the Navajo Nation Office of the President &amp; Vice-President and Division Directors, attends professional society and association meetings, conferences, etc.</td>
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**QUALIFICATION REQUIREMENTS:** (Education, Experience and Training)  
**Minimum Qualifications:**  
• A Doctorate degree in Education with emphasis in Mathematics or Science or a closely related field; and four (4) years demonstrated education administration experience including teaching and scientific experience.  

**Special Requirements:**  
• Must have a Teacher/Administrator certification from the State of Arizona, New Mexico or Utah.  

**(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:**  
Demonstrated education administration experience. Experience in education environment with emphasis in Math, Science and Technology.  

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

Revised: 03.05.18