

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0441662

Date Posted: 04/13/10

POSITION NO: 934647

Closing Date: OUF

CLASS CODE: 3670

POSITION TITLE: PRINCIPAL EDUCATION SPECIALIST

DEPARTMENT NAME: Office of Dine Science Math & Technology

DEPARTMENT NO: 44 WORKSITE LOCATION: Ft. Wingate, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N680A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 8:00am - 5:00pm

Temporary:

Duration: _____ \$ 51,625.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 24.82 Per Hour

DUTIES AND RESPONSIBILITIES:

Work with Bureau of Indian Affairs funded and Arizona, New Mexico and Utah public schools listed in corrective action or needs improvement status under the state accountability system. The primary scope of work will be to assist schools with standards based curriculum alignment. Standards-based curriculum alignment requires one to one work with schools to align their curriculum with state and national standards and assessment. Work with regional staff of the Office of Dine Science Math & Technology to coordinate professional development training for teachers in curriculum mapping, systems thinking, data analysis and policy development. Work with school administrators to assist with the development of school corrective action plans to meet their adequate yearly progress requirement in their respective states. Assist schools with developing academic resources to improve the quality of their teaching. Work with schools to identify and develop best practices in teaching Navajo students. Help identify culturally relevant materials to enhance teaching and overall learning.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Master's degree in Education or related field; and

Experience:

four (4) years experience in classroom teaching, two (2) years of which must have been in an administrative and/or supervisory capacity. ***(to receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Strong organization and management skills to work and coordinate with 25+ schools serving 10,000 students. Expertise in science, math or technology is necessary to assist K-12 teachers in these content area. Strong oral and written skills required. Valid Arizona, New Mexico or Utah Teacher Certification

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99