

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0442333

Date Posted: 08/30/10

POSITION NO: 240540

Closing Date: 09/13/10

CLASS CODE: 1247

POSITION TITLE: PROGRAM SUPERVISOR II

DEPARTMENT NAME: Office of Special Education and Rehabilitation Services

DEPARTMENT NO: 44 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N65A

Days: Mon-Fri

Permanent:

SALARY: _____

Hours: 8:00am - 5:00pm

Temporary:

Duration: _____ \$ 40,081.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 19.27 Per Hour

DUTIES AND RESPONSIBILITIES:

Coordinates day to day supervision to Case Management Specialists and Service Coordinators staff. Provides supervision of staff during the absence of the Program Manager based on knowledge of federal, state and Navajo Nation program requirements, program operational activities, mission and client service requirements. Maintains an open communication and effective working relationships. Develops staff levels and employee development requirements based on Employee Performance Appraisals for staff in Gallup, Crownpoint, and Shiprock. Employee performance will be based on program priorities, staff strengths and weaknesses, and staff training needs. Meets with staff to review job duties and performance criteria and evaluates on a monthly and quarterly basis. Submits EPAF annually. Organizes and meets with federal and state representatives and makes administrative decisions that significantly impact the program, including personnel, budget, procurement and similar administrative responsibilities which support overall program operations, goals and activities.

Assists in revising program policies based on federal and state requirements for early intervention. Policies must meet eligibility guidelines, 45 day timelines, IFSP, parent rights and procedural safeguards and transition to pre-school requirements. As a supervisor, assures uniform implementation of program policies. Develops a coordinated management plan that addresses child find, public awareness, parent training, direct services for infants and toddlers with disabilities.

Assures that the plan is consistent with the state's plans for team based model, assures that children are identified early and that services are provided in a culturally appropriate manner. Develops an evaluation plan for early intervention services and management plan that provides qualitative and quantitative measures for outcomes and progress. Prepares a corrective action plan for any areas that indicates a slippage or non-compliance of timelines and services. These requirements must also consider national benchmarks. Prepares monthly, quarterly and annual reports for submittal to Program Manager, Department Director, Office of the President and Vice President. Assists with budget preparation and budget forecasts. Prepares and compiles child count data for submittal to BIE, for child count figures IDEA, Part C and B. Prepares biennial report to be submitted to BIE every two years.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelors degree in Public or Business Administration or closely related field; and

Related: Education, Social Work, Special Education

Experience:

Three years of relevant work experience and support to young children and their families or an equivalent combination of education, training and experience, which provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Ability to communicate and translate effectively in Navajo and English. Have Knowledge of the early intervention process as well as the Individual with Disabilities Education Act (IDEA), Part C, the New Mexico Department of Health Family Infant Toddler Program (NMFIT) and the Navajo Nation program policies and procedures.

License/Certification Requirements:

PREFERRED: Valid Drivers License (State), CPR/First Aid Certified, and obtain a tribal vehicle permit within 30 days of employment.

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