THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DODE04420067	DATE POSTED:	09/21/20
POSITION NO:	240978	CLOSING DATE:	OUF
POSITION TITLE:	Superintendent of Schools		
DEPARTMENT NAME / WORKSITE:	Department of Dine' Education/Window Rock, AZ		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑			GRADE/STEP:	BD73A
WORK HOURS:	8 am - 5 pm	PART TIME:	☐	NO. OF HRS./WK.:		$ 105,019.20	PER ANNUM
SENSITIVE	☐	SEASONAL:	☐	DURATION :		$ 50.49	PER HOUR
NON-SENSITIVE	☑	TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Under the direction of the Navajo Nation Board of Education, directs and manages the Department of Dine' Education involving technical and regulatory policy development and implementation in accordance with Title 10 NN Education Code; oversees the development, adoption and administration of Navajo Nation academic content standards in compliance with applicable federal educational mandates; acts as official agent of the Board exercising responsibly for fiscal, programmatic and budgetary functions of the Department; facilitates strategic planning on short/long term education program goals and objectives; develops the technological capabilities of the Department/schools to facilitate appropriate interaction and database sharing by maintaining the Navajo Education Information System (NEIS) on schools and students; responsible for protecting, preserving and perpetuating the Navajo language; seeks funding for proposed functions; consults with local educational officials and Board in the development of Navajo Nation positions on school funding and other issues that are before federal and state legislators and administrators; investigates school complaints, concerns and appeals; conduct hearings and advises the Board; may take initiative on behalf of the Board to assume control of a Tribal Contract/Grant School pursuant to provisions of the Navajo Nation Code; advocates for programs and funding of schools and educational entities serving the Nation; drafts proposed tribal position papers addressing appropriations and other legislative issues affecting Navajo Nation schools and provisions of the Navajo Nation Code; serves as official spokesperson for the Nation at federal and state legislative and administrative hearings on appropriations, funding and policy issues.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Master's degree in Education; and five (5) years of administrative or management experience in elementary or secondary school; three (3) years of which must have been in a supervisory capacity equivalent to a School Principal, an Executive Director of a BIE Grant or Contract School, a public School Superintendent; and three (3) years of K - 12 classroom experience.

Special Requirements:

- Possess current Education Administrative License and Teacher Certification.
- Possess a valid State driver's license. Incumbents of the class are required to demonstrate fluency in both the Navajo & English languages as a condition of employment.

(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:

Knowledge of Navajo Nation, Federal & State laws, regulations, guidelines and Codes governing educational program operations. Knowledge of State Public School systems, Bureau of Indian Education and Contract/Grant Schools and Private schools serving the Navajo Nation. Knowledge of contemporary educational principles & professional strategic planning, supervision & personnel management policies, procedures & practices. Knowledge of traditional Navajo way of life & values. Knowledge of Federal & State budget & reporting systems, financial controls & funding sources, program analysis & performance measures. Knowledge of tribal non-school education program operations, issues, missions & client service requirements. Skill in K-12 student learning & assessment, curriculum review, adoption, development & implementation; strategic planning; management procedures, controls & budgets; formulating reports, grant & contract applications, short & long term goals, objectives & performance measures; staff supervision; evaluation & analysis of data; organize & structure a State-like Education Department; & ability to interpret & apply Federal, State & Navajo Nation policies, laws & regulations.

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