

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO:	<u>DODE04421937</u>	DATE POSTED:	<u>10/07/21</u>		
POSITION NO:	<u>934671</u>	CLOSING DATE:	<u>10/20/2021 by 5pm</u>		
POSITION TITLE:	<u>Education Administrator</u>				
DEPARTMENT NAME / WORKSITE:	<u>Diné Education/Office of Diné School Improvement/Window Rock, AZ</u>				
WORK DAYS:	<u>Mon-Fri</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>BQ70A</u>
WORK HOURS:	<u>8:00 am -5:00 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 75,460.32</u> PER ANNUM
SENSITIVE	<input type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 36.14</u> PER HOUR
NON-SENSITIVE	<input checked="" type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Plans, develops and directs program policies and 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, integrates and coordinates 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 & Vice-President and Division Directors, attends professional society and association meetings, conferences, etc.

**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:**

Six (6) years of demonstrated education administration experience. Experience in education environment with emphasis in Math, Science and Technology.

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