

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE04420172
POSITION NO: 240136
POSITION TITLE: _____

DATE POSTED: 10/16/20
CLOSING DATE: OUF

Assistant Superintendent

DEPARTMENT NAME / WORKSITE: Department of Dine' Education - Window Rock, AZ

WORK DAYS: <u>Mon. - Fri.</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BD71A</u>
WORK HOURS: <u>8 am - 5 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>88,836.80</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>42.71</u> PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Under the direction of the Superintendent of Schools, performs work of unusual difficulty directing and managing the Department of Dine' Education's Eleven (11) programs in the implementation of the Department's plan and goals; supervises program administrators; oversees fiscal management; leads strategic planning for Navajo Nation education programs in cooperation with appropriate personnel; leads the development and implementation of internal control mechanisms, procedures and guidelines to maintain staff accountability and compliance with applicable policies & procedures; interprets & ensures compliance with federal, state and Navajo Nation education laws, regulations & policies. Works with schools to assure that curriculum is aligned with adopted content standards and improvement of academic programs; plan, support and implement school improvement programs; develops partnerships with State educational agencies, the Bureau of Indian Education and local school boards to monitor their schools for best practices and academic program improvements. Evaluates leadership and support staff toward professional growth; develops proposed actions/policies of the Navajo Nation Board of Education.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Master's degree in Educational Leadership, Education Administration or Education, and three (3) years education in a demonstrated organizational, communication and planning work experience which includes educational administrative and supervisory work experience equivalent to an elementary or secondary BIE Education Line Officer serving a student population of 300 or more; and three (3) years of elementary or secondary classroom experience.

Special Requirements:

- A favorable background investigation.
- Possess current Education Administration License.
- Possess a valid state driver's license.

(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:

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

Knowledge of the Navajo Nation, Federal and State Laws and 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 and professional strategic planning, supervision and personnel management policies, procedures and practices. Knowledge of traditional Navajo way of life & values. 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 TACT AND VETERANS' PREFERENCE.