THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOE7019423**	DATE POSTED:	**10/27/14**
POSITION NO:	**242773**	CLOSING DATE:	**11/07/14**
POSITION TITLE:	**HEAD START ERSEA SPECIALIST**		
DEPARTMENT NAME / WORKSITE:	**Navajo Head Start - Window Rock, AZ**		

WORK DAYS:	**Mon. - Fri.**	REGULAR FULL TIME:	☑		GRADE/STEP:	**AD68A**
WORK HOURS:	**8 AM - 5 PM**	PART TIME:	☐	NO. OF HRS./WK.:	$ **59,529.60**	PER ANNUM
		SEASONAL:	☐	DURATION :	$ **28.62**	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Plans, organizes, directs and supervises the ERSEA activities and developments; establishes program priorities; analyzes community assessment information and facilitates planning efforts to determine design, recruitment efforts and enrollment guidelines for Head Start and Early Head Start; develops and implements quality assurance and performance evaluation plan and system; evaluates, designs and monitors systems to process enrollment applications, including determination of eligibility and selection criteria; monitors and evaluates program activities, system procedures, policies and procedures to ensure compliance and quality control; provides solutions to develop and/or revise ERSEA systems, policies and procedures; prepares reports of findings and provides systemic follow up; provides detailed report which indicates areas of noncompliance and deficiencies and deficiencies according to applicable protocols and performance evaluation standards; performs mock reviews on all Head Start systems and reports findings to management; established program and services goals and objectives.

Maintains internal control mechanisms for program accountability and transparency; meets with management teams and provides technical assistance and support to ensure program effectiveness; interprets local, state and federal policies and procedures, rules and regulations and directives; encourages, supports and provides technical assistance to parent and interest groups in addressing community needs; identifies resources for families and children; assists in recruiting, training and assigning and scheduling parent volunteers; consults with administration and staff to determine program needs for various volunteer services; provides technical assistance and consultation at the nationals, federal and state levels on Head start Performance standards issues and needs; maintains systems, databases files, etc. and ensures security of data; participates in planning and conducting self and community assessments; prepares, interprets and analyzes program student data for purposes of evaluating and measuring education program services.

Assigns and reviews work of staff; conducts performance appraisals; takes appropriate action when necessary; serves on committees, panels and advisory boards; develops materials and conducts workshops and presentations; designs, develops and provides training to staff, parents and community partners; participates in meetings and strategy sessions to stay informed of priorities, raise issues and provide feedback; attends chapter and community meetings to disseminate information; provides technical assistance and information to stakeholders; researches areas for best practices and system improvements; prepares, interprets and analyzes program student data for purposing of evacuating and measuring educational program services; attends meetings, trainings and professional development activities; may perform special projects as assigned by the Assistant Superintendent.

Minimum Qualifications:

- A Bachelor's degree in Education, Humanities, Social Services, Family Administration or a closely related field and five (5) years of work experience in early childhood and program management, three (3) years of which must have been in a supervisory capacity.

Preferred Qualifications:

- Master's degree in Education, Humanities, Social Services, Family Administration or a closely related field.

Special Requirements:

- A favorable background investigation.
- 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:

Knowledge of the principles and practices of educational administration and processes; knowledge of Navajo Nation, Head Start Performance Standards, federal, state and local laws, codes, regulation and guidelines governing aspects of tribal operations relative to program responsibilities; knowledge of budget and reporting systems, financial controls, program analysis and performance measures; ability to supervise and carry out the analysis and preparation of reports and budgets; ability to handle highly stressful and sensitive situations in a professional manner.

<<A favorable background investigation is required>>

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