

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DODE04412803</u>	DATE POSTED: <u>11/07/16</u>	
POSITION NO: <u>242753</u>	CLOSING DATE: <u>11/21/16</u>	
Senior Education Specialist		
DEPARTMENT NAME / WORKSITE: <u>DODE/Office of Educational Research & Statistics / Window Rock, Arizona</u>		
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB66A</u>
WORK HOURS: <u>8am - 5pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>47,756.80</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>22.96</u> PER HOUR
	TEMPORARY: <input type="checkbox"/> _____	

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs a variety of educational research and educational outreach related to the academic improvement of students and teachers in BIE, Grant and Public Schools on the Navajo Nation. Develops and disseminates research focused studies related to classroom improvement and professional development improvement. Utilizes statistical analysis software and/or spreadsheet and data analysis software including SPSS, SAS and Excel to coordinate, plan and develop Navajo Education statistical publications. Provides outreach to all BIE, Grant and Public Schools on the Navajo Nation and presents academic achievement models and theories including school demographic studies to school administrators, teachers, school boards and community members. Creates programmatic tracking metrics and interprets policies and education regulations that pertain to Federal, State and Tribal education agencies. Conducts and applies literature research to reports and studies. Acts as a liaison between tribal, state and federal education agencies. Plans and attend research conferences and/or training, seminars and workshops. Works with Microsoft Excel, Access and PowerPoint for report writing and presentations.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Elementary, Secondary Education, Social Sciences or related field; and four (4) years in the educational field including classroom teaching and supervisory responsibility.

Special Requirements:

- A favorable background investigation is required.
- 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 Arizona/New Mexico State Public School System. Knowledge of educational concepts, educational research methods, statistical applications, and theories. Skill in designating data collection surveys, Skill in formulating written research studies. Skill in coordinating meetings and expressing project purposes. Navajo Language speaker preferred.

<<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.