

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE04414654 DATE POSTED: 11/13/17
POSITION NO: 941776 CLOSING DATE: 11/28/17
POSITION TITLE: Education Program Manager

DEPARTMENT NAME / WORKSITE: DODE / Office of Special Education and Rehabilitation Services - Window Rock, AZ
WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: A168A
WORK HOURS: 40 PART TIME: NO. OF HRS./WK.: _____ \$ 57,574.40 PER ANNUM
SEASONAL: DURATION : _____ \$ 27.68 PER HOUR
TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Plans, organizes, directs and supervises program activities and developments for a vocational rehabilitation, early intervention and home visiting programs ; establishes program priorities; develops monitoring and evaluation standards procedures for federally funded programs; monitors and evaluates program activities to ensure compliance and quality control; establishes program and services goals and objectives; recommends new legislation or modifications to existing education laws; conducts research; prepares required reports; provides professional leadership and authoritative consultant services to management, federal, state, and local education officials and schools boards and other concerned with Navajo education; pursues improved methods of enhancing Navajo education.

Develops proposals for federal, state and private funding; prepares and administers program budgets; assigns and reviews work of assigned staff. conducts performance appraisals; serves on committees, panels and advisory boards; formulate procedures to implement legislation; interprets local, state, and federal educational rules and regulations; provides technical assistance and consultation at the national, federal , state and other Indian agencies on issues and needs; develops materials and conducts workshops and presentations; negotiates agreements and contracts with schools, state and other organizations for support and coordination of services; represents program on behalf of the Navajo Nation.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Master's degree in Education Administration, Education or a closely related field; and five (5) years education administration experience, two (2) years of which must have been in a supervisory capacity.

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:

Have Knowledge of budgets, grants administration, Rehabilitation Act, and Individual with Disabilities Education Act (IDEA) and the Navajo Nation program policies and procedures.

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