

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0447261

Date Posted: 12/03/12

POSITION NO: 200850

Closing Date: 12/14/12

CLASS CODE: 3677

POSITION TITLE: EDUCATION PROGRAM MANAGER

DEPARTMENT NAME: Office of Diné Accountability & Compliance

DEPARTMENT NO: 44 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R68A

Days: Mon - Fri

Permanent:

SALARY:

Hours: 8:00am - 5:00pm

Temporary:

Duration: _____ \$ 53,476.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 25.71 Per Hour

DUTIES AND RESPONSIBILITIES:

Supervise, direct and organize staff related administrative tasks. Responsible for administrative and program reports monthly, quarterly and annual reports; school operation compliance with applicable federal and tribal requirements, investigation reports; and reauthorization reviews/recommendations. Prepare and administer program budget. Coordinate, plan, and implement technical assistance/training and monitoring of school boards and personnel operation under P.L. 93-638 and P.L. 100-297. Includes oversight school program affecting 34 BIA funded schools. Plan and conduct workshops and presentations to local community school stakeholders. Provide guidance and assist schools with corrective action and restructuring; school land lease and land withdrawals, new school construction and repair construction projects. Provide guidance, assistance and facilitate required documents through the tribal authorization process for schools converting to contract/grant status. Formulate policies, procedures and recommend new legislation, as needed, or modification of existing education laws; interpret Health, Education & Human Services Committee guiding legislation, rules and regulations.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Master's degree in Education Administration, Education or a closely related field; and

Experience:

five (5) years education administration experience, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Strong knowledge of Navajo and State Education Standards and Policies; state education codes, and Federal rules and regulations in PL 93-638, PL 100-297, and PL 95-561. Must have strong knowledge in PC computers in spreadsheets, data networking, graphics, MSWord and Excel. Compiling and analyzing school information & reports through WWWeb-Internet.

License/Certification Requirements:

Elementary or Secondary Teaching/School Administrator Certificate, **preferred**.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99