

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DODE70114736 DATE POSTED: 12/07/17  
POSITION NO: 242773 CLOSING DATE: 12/20/17  
POSITION TITLE: Head Start ERSEA Specialist

DEPARTMENT NAME / WORKSITE: DODE/Navajo Head Start - Window Rock, AZ  
WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: AL65A  
WORK HOURS: 8:00 AM - 5:00 PM PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 47,756.80 PER ANNUM  
SEASONAL:  DURATION : \_\_\_\_\_ \$ 22.96 PER HOUR  
TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Directly responsible for overseeing, monitoring, coordinating and managing ERSEA and Family Engagement services to accomplish quality services for children and families to comply with the Head Start Performance Standards for Head Start and Early Head Start programs. Interprets and understands policies and procedures, rules and regulations, local, state, federal, education, disabilities, and Navajo Nation laws. Assist in developing guidelines, policy and procedures, services delivery plans and monitoring instruments for assuring quality programmatic functions. Supervises the ERSEA Liaisons in providing qualitative services for children and families. Effective Management skill in communication, leadership, personal growth, fosters interpersonal, adaptable to unexpected changes, is proactive, self motivated and takes responsibility to ensure program effectiveness.

Maintains confidentiality, record keeping and reporting systems including planning, monitoring, self assessment, schedules, establishing/meeting timelines, tracking and analyzing data. Develops presentations and conducts staff development for best practices in maintaining mechanisms for quality services. Monitors opportunities of ongoing collaborative relationships between staff and families and engaging families through partnerships. Provides guidance and delivery of integrated services for case management, parental involvement, parent trainings, identifying resources or needs of families fostering and supporting parent volunteers.

Monitors and manages ERSEA responsibilities such as determining eligibility, recruitment, selection process, enrollment, and shares responsibilities for attendance. Verify income and eligibility qualifications, ensures and monitors accuracy of applications to comply with Head Start Performance Standards. Coordinating and monitoring the Web Base Student Data System "ChildPlus". Participates in planning, and conducting self and community assessment, prepares, interprets an analyzes program student data for purposes of evaluating and measuring educational program services. Assigns and reviews work of ERSEA Liaisons. Perform special projects as assigned by the Head Start Assistant Superintendent.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**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; or an equivalent combination of education experience.

**Special Requirements:**

- Possess a valid state driver's license.
- A favorable background investigation.

***(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:**

Incumbent must obtain a physical examination, a First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Incumbent must abide by the program's standards of conduct.

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

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