

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0442662

Date Posted: 12/06/10

POSITION NO: 263258

Closing Date: OUF

CLASS CODE: 3671

POSITION TITLE: SENIOR EDUCATION SPECIALIST

DEPARTMENT NAME: Office of Diné Culture, Language & Community Services

DEPARTMENT NO: 44 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R66A

Days: Mon. - Fri.

Permanent:

SALARY:

Hours: 8:00AM -5:00PM

Temporary:

Duration: _____ \$ 45,011.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 21.64 Per Hour

DUTIES AND RESPONSIBILITIES:

Performs administrative support in assisting with formulating, planning, implementing, directing and enforcing Navajo educational policies; plans, schedules and coordinates research, surveys, studies, assessment, and related activities to determine the present and future educational needs of the Navajo people, especially the students; assist with the present and the long range educational planning with schools; provides information, technical assistance, training, workshop, and expertise to local school board members, administrators, teachers, community, parents and students. Interprets Navajo Nation Educational policies and procedures, rules, regulations and directives; provides maintenance of records, research, surveys, studies, and related data and material; serves as a resource person and advocate of Navajo education; studies, examines, evaluates, and determines the education potential and resource of the Navajo Nation. Keeps abreast of educational developments, legislation, and trends. Seeks and solicits funding for Navajo education programs and services; plans, schedules and coordinates in-service training, workshops and orientation; may prepare budgets and reports; establishes and maintain contacts and liaison with local, state, federal and private educational agencies and organizations; and attends conferences, seminars, workshops, and staff meetings.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Elementary, Secondary Education and related field; and Depending upon the needs of the Nation, the incumbents of the class is required to demonstrate fluency in both the Navajo and English language as a condition of employment. Must speak, write and read the Navajo Language.

Experience:

Four (4) years in the educational field including classroom teaching and supervisory responsibility; 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 transcripts, certificates, diploma, etc).**

Special Knowledge, Skills and Abilities:

Training and knowledge in teaching and developing Diné (Navajo) standards, curriculum and assessment in the content areas of Diné (Navajo) language, culture, history, government and character building. Knowledge of advanced development of educational concepts, principles, theories and administration to existing educational systems, programs and services and the educational needs of the Navajo people. Knowledge of the Navajo traditional heritage and customs; supervision and management. Skills in analyzing data and drawing a valid conclusion, statistical manipulation, researching and locating data. Skill in proposal writing and preparation of budgets.

License/Certification Requirements:

Preferred: A education license in Elementary, Secondary Education; literate in the Navajo language; a Navajo language and culture teaching certificate; valid driver's license and updated automobile insurance. Need to obtain a Navajo Nation Vehicle Operator's Permit. A background clearance.

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