

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0448618

DATE POSTED: 04/08/14

POSITION NO: 200850

CLOSING DATE: 04/21/14

POSITION TITLE: Education Program Manager

DEPARTMENT NAME/WORKSITE: DOE/Office of Dine' Accountability & Compliance/Window Rock, AZ

WORK DAYS: Mon-Fri REGULAR FULL TIME: GRADE/STEP: Y68A

WORK HOURS: 8am-5pm PART TIME: NO. OF HRS./WK.: _____ \$ 55,078 PER ANNUM

SEASONAL: DURATION : _____ \$ 26.48 PER HOUR

TEMPORARY:

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 PL 93-638 and PL 100-297. Includes oversight school program affecting 34 BIE funded schools with corrective action and restructuring; school and 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, 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.

Preferred Qualifications:

- * A doctorate in Education, Education Administration or Education Leadership.
- * Principal or Superintendent Certification; Administrator's License.
- * Four (4) years of teaching experience.

(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 Navajo & State Education Standards & Policies; state education codes & federal rules & regulations in PL 93-638 & PL 100-297 and federal OMB Circulars. Elementary or Secondary Teaching License School/Administrator Certificate Computer literate and oral and written communication skills. Knowledge of Grant school operations.

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