

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

REQUISITION NO: DOE04410077

DATE POSTED: 05/11/15

POSITION NO: 200850

CLOSING DATE: 05/22/15

POSITION TITLE: Education Program Manager

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

WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: AB68A

WORK HOURS: 8am-5pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 56,721.00 PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ 27.27 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 P.L. 93-638 and P.L. 100-297. Includes oversight school program affecting 33 BIE 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, 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.

**Special Requirements:**

***(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:**

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 Web-Internet.

<<A favorable background investigation is required>>

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