

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE04410230
POSITION NO: 243300
POSITION TITLE: _____

DATE POSTED: 06/02/15
CLOSING DATE: 06/15/15

SENIOR EDUCATION SPECIALIST

DEPARTMENT NAME / WORKSITE: Office of Standards, Curriculum & Assessment Development/Window Rock, AZ
WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: AB66A
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:

Work with co-workers and consultants to draft, review and revise test items and prompts. Coordinate and manage the work product on test development projects. Participate in training activities related to work. Provide training to Grant schools and MoA Schools on test development to measure student achievement and effectiveness of using culturally-responsive teaching methods and resources. Assist in preparing and editing written reports and other documents, and maintaining written and oral correspondence. Attend meetings and communicate with co-workers and others regarding testing information. Assist in collecting and organizing qualitative and quantitative data. Assist in pilot testing prospective test items for their validity and reliability with contractors. Provide creative solutions in testing issues and challenges. Develop procedures for test security. Work with OERS to develop database for test results and related documents. Provide test results and related information to schools in a timely manner. Share test results and related information to all stakeholders. Assist in the revision of NALCC to meet the Navajo Nation education standards. Assist in the revision of ODLA based on feedbacks from schools. Speaks and models culturally appropriate values and professional behavior with NN staff, schools and community members. Thorough Diné cultural knowledge and ability to work in a culturally-based and academic standards-based environment. Performs other work related to duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Elementary, Secondary Education or related field; and four (4) years in the education field including classroom teaching and supervisory responsibility.

Preferred Qualifications:

- Master's degree in Elementary, Secondary Education or related field.
- Certification/licensure in K-12 Education.
- School Administrator Certification, Elementary or Secondary Teaching Certificate.
- Proficient in Microsoft Office Software or other computer applications.

Special Requirements:

Must speak, read, write the Diné language and be computer literate. Assessment development; must possess an Indigenous language & culture certification.

(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 advanced education concepts, principles, theories and administration.
- Knowledge of the practical application of educational concepts to existing education systems, program and services.
- Knowledge of the educational needs of the Navajo people. Knowledge of the Navajo traditional customs.
- Knowledge of the supervision and management.
- Skill in analyzing data and drawing valid conclusions.
- Skill in statistical manipulation. Skill in researching and locating data. Skill in proposal writing.
- Skill in preparation of budgets.
- Be knowledgeable with the (5) Diné Content Standards and be able to include them in tests and other areas of the educational field.

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