

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE04410441

DATE POSTED: 07/13/15

POSITION NO: 243305

CLOSING DATE: 07/24/15

POSITION TITLE: Senior Education Specialist

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

WORK DAYS: Monday-Friday 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:

Recommends and participates in planning, and developing appropriate education policies for the program and Department of Dine' Education. Provides technical assistance to all schools on the Navajo Nation to pursue contract or grant status by providing training to meet tribal requirements. Will assist in the establishment, convening and training of the School Improvement Team and assist the Team Chair to prepare required reports based on school visits. Will assist in the monitor, assessment and review of school operations and programs pursuant to PL 93-638 contract and PL 100-297 grant; facilitate the tribal organization process for BIE schools converting to contract or grant status. Provide technical assistance in developing school improvement for all schools, and assist with training of local school boards, as needed.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Bachelor's Degree in Elementary, Secondary Education or related field; public administration or closely related field; four (4) years in the educational field including classroom teaching and supervisory responsibility.

Preferred Qualifications:

- A Master's Degree in Elementary, Secondary Education or related field.
- Certification/Licensure in K-12 Education. (AZ, NM or Utah)
- School Administrator Certification, Elementary or Secondary Teaching Certificate.
- Proficient in Microsoft Office Software or other computer applications.

Special Requirements:

This Senior Education will work with all Navajo Nation schools where education personnel is highly qualified & certified in accordance with education laws. The schools ODAC works with are requesting that DoDE staff that directly work with schools all be certified. This is the purpose for a special qualifying requirement for Senior Education Specialist.

(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:

<<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.