

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0443898
POSITION NO: 263256
CLASS CODE: 3677

Date Posted: 07/18/11
Closing Date: 07/29/11

POSITION TITLE: EDUCATION PROGRAM MANAGER
DEPARTMENT NAME: Office of Diné Culture, Language & Community Services
DEPARTMENT NO: 44 WORKSITE LOCATION: Window Rock, Az
WORKS DAYS/HOURS: Days: Mon. - Fri. POSITION TYPE: Permanent: GRADE: R68A
Hours: 8:00AM - 5:00PM Temporary: SALARY: \$ 53,476.80 Per Annum
Part-Time: Duration: _____ \$ _____ Per Hour
No. of Hrs/Wk: 40 \$ 25.71 Per Hour

DUTIES AND RESPONSIBILITIES:

Directs and supervises program activities in accordance with the approved Plan of Operation. Manages and administers the program operation.

Implements the directives of Title 10 Navajo Sovereignty in Education Act of 2005, No Child Left Behind, and the Accountability workbook.

Directs and enforces the Navajo Nation educational policies, program goals, objectives and performance criteria. Provide guidance in the development of the Diné Standards, Assessment, and Curriculum in the content areas of culture, language, history, government and character building. Ensures the completion of the Diné Standards, Curriculum, and Assessment, as well as the implementation of the Full Navajo Language Immersion Program. Evaluates and prepares the annual program budget in accordance with the DoDE plans of reorganization and the OMB/Navajo Nation budget policies.

Works closely with the States of NM, AZ and UT Departments of Education by coordinating and implementing the Oral Diné Language Assessment, the Navajo Language and Culture Teacher Certification and enhance the teaching of Diné language and culture in all BIE Grant and Contract schools.

Coordinate, collaborates and support the DoDE Superintendent, the Navajo Nation Board of Education, the Navajo Nation 22nd Council, DoDE Programs to implement the Navajo Sovereignty in Education Act.

Enforces and adheres to Navajo Nation Policies and Procedures relevant to personnel, budget, financial/procurement, property and fleet management.

Solicit funding from private, state and federal education agencies and from the Bilingual and Multicultural education departments.

Administrating and monitoring of the Navajo Traditional Apprenticeship Project.

QUALIFICATION REQUIREMENTS:

Education and Training:

Master's or a Doctorate degree in Education Administration, Education or a closely related field; and with Bilingual/Multicultural Endorsement, and Administrator's Certification.

Experience: five (5) years education administration experience, two (2) years of which must have been in a supervisory capacity; 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.)*

PREFERRED: Classroom teaching of the Diné language & culture; principal or in administration of a school. Researchs and develops curriculas, assessment, monitoring and evaluation.

Special Knowledge, Skills and Abilities:

Extensive knowledge and skill in Diné Philosophy, language, culture, history, values and their application in educational concepts, principals, theories, cultural standards, curriculum and assessment development and materials for schools, teachers and students.

License/Certification Requirements:

PREFERRED: State Teacher and Administrator's License; Bilingual/Multicultural Endorsement. Oral Diné Language Certification. Must speak, read and write the Navajo language.

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