

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

REQUISITION NO: DOE0446885

Date Posted: 08/13/12

POSITION NO: 263257

Closing Date: 08/27/13

CLASS CODE: 3688

POSITION TITLE: Education Data Specialist

DEPARTMENT NAME: Office of Educational Research and Statistics

DEPARTMENT NO: 44 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITIONS TYPE: GRADE: R63A

Days: Mondays -Fridays Permanent:  SALARY:

Hours: 8:00 am - 5:00 pm Temporary:  Duration: Yearly \$ 34,944.00 Per Annum

Part-Time:  No. of Hrs/Wk: 40 \$ 16.80 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs work of considerable difficulty in entering and maintaining student data collected into the Navajo Education Information System (NEIS) to track academic performance of Navajo students in all school systems serving the Navajo Nation carefully following security and data protocols. Cleans and codes data. Provides data sets to statistical analysis teams for analyses and reporting for school improvement, planning, and policy decision. Digitizes, archives and disposes all hard copies of data in accordance with Family Educational Right Privacy Act (FERPA), Navajo Nation Title 10 and the Navajo Sovereignty in Education Act. Complies with all federal, state and tribal policies on the protection of data. Visits schools to present submission policies to ensure compliance with federal, state, and tribal laws protecting student information. Responsible for data integrity and accuracy of statistical analyses. Extracts, manages and maintains data sources. Develops procedures to clean, recode and merge multiple data files in order to conduct longitudinal studies. Performs related work as assigned.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associate's degree in Education, Health, or Computer Science or a closely related field; and

**Experience:**

Three (3) years of work experience in managing patient or student data; 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 transcript, certificates, diploma, etc.)*

**Special Knowledge, Skills and Abilities:**

Knowledge of student information and database computer systems. Understanding of data collection and data storage. Knowledge of applicable federal, state and local laws, rules, regulations, policies, and procedures. Ability to work independently, set priorities, plan, organize, and implement activities.

**License/Certification Requirements:**

Must possess a valid state driver's license. Within 90 days of employment must obtain a Navajo Nation Motor Vehicle Operator's Permit. Within 180 days of employment must obtain Data Management Certification.

**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*