

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

REQUISITION NO: DOE7012455

Date Posted: 09/27/10

POSITION NO: 209103

Closing Date: 10/08/10

CLASS CODE: 3670

POSITION TITLE: Principal Education Specialist

DEPARTMENT NAME: Navajo Head Start

DEPARTMENT NO: 701 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: P680A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8 am - 5 pm

Temporary:

Duration: \_\_\_\_\_ \$ 53,206.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 25.58 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Plans, develops, and administers early childhood development programs to provide high quality services for children and families enrolled in Navajo Head Start. Under supervision of the Assistant Department Manager for Services, conducts and engages in appropriate research activities to advance educational programming. In coordination with NHS Staff Development Coordinator, establishes comprehensive educational staff development plan to promote intellectual, social and physical welfare of NHS educational staff. Coordinates initiatives that help in the preservation of Navajo culture and language.

Provide **direction** and leadership to help content area specialists in providing comprehensive services to Navajo children and families enrolled in the program. **Assists with** employee performance appraisals and takes appropriate action when necessary; interprets policies and procedures, rules, regulations and directives to staff; participate in the preparation of budgets, reports and proposals; seeks, solicits and secures private and federal funding for educational programs and services by negotiation with high-level professionals; coordinates and collaborates with colleges, universities and other educational programs; attends meetings; and other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Master's degree in Education or related field; and

**Experience:**

Four (04) years experience in classroom teaching, two (2) years of which must have been in an administrative and/or supervisory capacity.

***(To receive full credit for education/training, applicant must submit copies of college transcripts, degree, certificates, diploma, etc.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of advanced educational concepts; knowledge of principles and theories of education; knowledge of educational administration; knowledge of Navajo traditional customs; skill in developing educational programs for Head Start students; skill in analyzing data and drawing conclusions; skill in interacting with peers and developing relationships; skill in supervision of professional employees; skill in preparing budgets and proposal writing; and skill in establishing/maintaining effective relationship.

**License/Certification Requirements:**

Must pass a criminal background investigation (fingerprinting and assessment) prior to employment.

**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*