

PRINCIPAL EDUCATION SPECIALIST

DEFINITION: Under administrative direction, performs administrative and supervisory work of considerable difficulty with responsibility to provide educational opportunities for students; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, develops and administers programs to provide educational opportunities for Navajo students; directs research activities concerning educational programs; initiates procedures to determine workshops, conferences and seminars designed to promote intellectual, social and physical welfare of students; specializes in research activities for elementary, secondary, college and other educational programs.

Exercises supervision over and assigns tasks to staff; completes employee performance appraisals and takes appropriate action when necessary; interprets policies and procedures, rules, regulations and directives to staff; directs 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.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

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 high school 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.
Skill in establishing/maintaining effective relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A Master's degree in Education or related field; and four (4) years of experience in classroom teaching, two (2) years of which must have been in an administrative and/or supervisory capacity.

PREFERRED QUALIFICATIONS:

- Demonstrated experience working with schools on school improvement plans.
- State Teaching certificate.
- Certificate/License in K-12 education.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.