

### **EDUCATION SPECIALIST**

**DEFINITION:** Under general supervision, performs varied and specialized educational duties of moderate difficulty; 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:**

Performs varied duties in educational programs engaged in planning and conducting research, surveys, studies, assessments and related activities of Navajo education programs, services and school systems; assembles, compiles, collects, analyzes and interprets educational data; prepares, administers, and interprets testing and measurement materials for purposes of evaluating and measuring educational programs and services; identifies problem areas and recommends alternatives and modifications; maintains research information and materials.

May assist with planning, budget preparation and proposal writing; maintains records, materials, supplies, equipment and facilities; attends chapter and community meetings to disseminate information; provides information and technical assistance; seeks and solicits support for educational programs from tribal leaders, communities, parents, other concerned individuals; attends educational conferences, seminars, workshops and in-service training; establishes and maintains contact and liaison with local, state, federal agencies and organizations.

Assists with observing, evaluating, monitoring educational programs and services; may serve on educational committees, boards and organizations; keeps abreast of and informed on educational developments, legislation and trends; serves as a resource person in educational matters; prepares required reports; attends meetings.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of advanced educational concepts, principles, theories and applications.

Knowledge of the educational needs of the Navajo people.

Knowledge of Navajo traditional customs.

Knowledge of various assessment tools and latest trends in educational activities.

Skill in communicating effectively in oral and written form.

Skill in analyzing data and drawing valid conclusions.

Skill in working with parents, teachers to develop appropriate programs for the children.

Skill in making presentations before large audiences.

Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves sedentary work in an office setting.

#### **MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Elementary Education, Secondary Education or related field.
- Two (2) years classroom teaching experience.

#### **PREFERRED QUALIFICATIONS:**

- A Bachelor's degree in Early Childhood Development, Elementary Education Secondary Education or related field.

THE NAVAJO NATION

Class Code: 3672  
Community Education and Counseling Series  
General Education Group  
Overtime Code: Exempt  
Pay Grade: 64

**EDUCATION SPECIALIST**

**SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.

**Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

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.