

EDUCATION PROGRAM MANAGER

DEFINITION: Under general direction, performs professional work of considerable difficulty involving the improvement of education programs administered through the Navajo Nation; assures compliance with national and state accreditation policies and standards; exercises administrative direction over education programs concerned with problems and issues confronting the Navajo Nation; 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 incumbent of this class.

TASKS:

Plans, organizes, directs and supervises program activities and developments; establishes program priorities; develops monitoring and evaluation standards and procedures; monitors and evaluates program activities to ensure compliance and quality control; establishes program and services goals and objectives; recommends new legislation or modification of existing education laws; conducts research; prepares required reports; provides professional leadership and authoritative consultant services to top-level Navajo Nation, federal, state and local education officials and school boards and others concerned with Navajo education; pursues improved methods of enhancing Navajo education.

Develops proposals for federal and private funding; prepares and administers program budgets; assigns and reviews work of assigned staff; conducts performance appraisals; serves on committees, panels and advisory boards; formulate procedures to implement legislation; interprets local, state and federal educational rules and regulations; provides technical assistance and consultation at the national, federal, state and other Indian agencies on issues and needs; develops materials and conducts workshops and presentations; negotiates agreements and contracts with schools, state, and other organizations for support and coordination of services; represents program on behalf of the Navajo Nation.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of principles and practices of educational processes and administration.

Knowledge of Navajo Nation, federal, state, local laws, codes, regulations and guidelines governing aspects of tribal operations relative to program responsibilities.

Knowledge of budget and reporting systems, financial controls, program analysis and performance measures.

Knowledge of program operational activities, mission and client service requirements.

Skill in developing and analyzing program strategic plans, operating systems, procedures and controls, budgets and forecasts.

Skill in formulating and executing documents and reports, short and long-term goals and objectives and program performance measures.

Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advice and direction to subordinate managers, supervisors and staff.

Skill in the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations.

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

THE NAVAJO NATION

Class Code: 3677
Community Education and Counseling Series
General Education Management Group
Overtime Code: Exempt
Pay Grade: 68

EDUCATION PROGRAM MANAGER

MINIMUM QUALIFICATIONS:

- A Master's degree in Education Administration, Education or a closely related field; and five (5) years education administration experience, two (2) years of which must have been in a supervisory capacity.

PREFERRED QUALIFICATIONS:

- A Doctorate in Education, Education Administration or Education Leadership.
- Principal or Superintendent Certification; Administrator's License.
- Four (4) years of teaching experience.

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.