

Vacancy Announcements Recruiting for you

Vivian Pacheco, Acting Supv. R & P Section
Christine Means, Workforce Dev Specialist



BUREAU OF INDIAN EDUCATION

Doing What's Best for Students!

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BureauIndianEdu 12 Job Openings at the Southwestern Indian Polytechnic Institute (SIPI is a national Indian Comm College) in Albuquerque, NM
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BureauIndianEdu Residential Life Specialist JOB opening with the BIE in Albuquerque, NM
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#BIE #Education

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http://www.bie.edu/jobs/index.htm

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5/25/12
[Alamo Navajo School](#)
Kindergarten Teacher, Fifth Grade Teacher, High School Science, High School Language Arts, High School Vocational Technical Teacher, Middle School Math Teacher, Physical Education Teacher, Dean of Instruction, Football Coach
LOCATION: ALAMO, NM
POSITIONS OPEN UNTIL FILLED
CONTACT: (575) 854-2543

5/25/12
[Teacher \(Elementary\)](#)
Rocky Ridge Boarding School
LOCATION: KYKOTSMOVI, AZ
POSITION OPEN UNTIL FILLED
CONTACT: (928) 725-3650

5/25/12
[Principal](#)
Rocky Ridge Boarding School
LOCATION: KYKOTSMOVI, AZ
POSITION OPEN UNTIL FILLED
CONTACT: (928) 283-2218

5/25/12

BureauIndianEdu Education Program Specialist JOB opening with the BIE in Albuquerque, NM usajobs.gov/GetJob/ViewDet...
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USIndianAffairs Thank you everyone for helping Indian Affairs reach its first milestone on Facebook! 1,000 likes! on.fb.me/rU0efZ
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Join the conversation

Local intranet 100%



Alamo Navajo School Board, Inc.

P. O. BOX 5907

ALAMO, NEW MEXICO 87825

(575) 854-2543 Voice (575) 854-2545 Fax

To: Division Directors

From: Laureen Apachito, Human Resources Technician

POSITION VACANCIES

Posted May 7, 2012

School:

1. Kindergarten Teacher
2. Fifth Grade Teacher
3. High School Science
4. High School Language Arts
5. High School Vocational Technical Teacher
6. Middle School Math Teacher
7. Physical Education Teacher
8. Dean of Instruction
9. Football Coach

Business Office

Ext. 1300

Community School

Ext. 1100

Early Childhood

Ext. 1500

Facilities Mgmt

Ext. 1830

Health Services

575-854-2626

Community Services

Ext. 1400

Transportation Dept.

Ext. 1703

KABR Radio Station

Ext. 600

Alamo Vacancy Announcement on website

BIE Jobs Website

- ▶ Workforce Development

- www.bie.edu/jobs

- ▶ Human Resources

- <http://www.bie.edu/HR/index.htm>

OLD HR website

- <http://www.oiephr.bie.edu/>

To post jobs on the bie.edu/jobs website

- ▶ Email completed Vacancy Announcement to christine.means@bie.edu as a PDF or word document
 - ▶ Vacancy Announcements should be complete and meet requirements set by the Human Resources Office
 - ▶ Email reply will be sent upon receipt and posting
- 

Advertisement

- ▶ **When you start to look for someone to fill your job, make sure you spell out just what you want.**
 - ▶ **Make sure you know what skills you need and what skills you can get by with, as determined by what kind of training you can give the employee.**
 - ▶ **You may want to add a Placement Factor to your vacancy announcement. A Placement Factor becomes part of the minimum requirements for a position, and applicants who do not meet it are ineligible for further consideration.**
- 

Advertisement

- ▶ Use contact sources which can help you recruit job applicants such as:
www.bie.edu/jobs, newspaper, media and etc.
 - ▶ Choose the recruitment method that is best for your organization.
 - ▶ There are many sources available for your organization. A combination may serve your needs best.
- 

Recruitment Methods

- ▶ Send Vacancy Announcements to Universities, Colleges, Schools, Organizations
 - ▶ Career and Job Fairs
 - ▶ May consider a new format for your Vacancy Announcements
 - ▶ Paid advertisements – newspapers and media
 - ▶ Unpaid advertisement – free email distribution
 - ▶ School website
- 



WELCOME TO FLANDREAU INDIAN SCHOOL!



Other Links

[*Dorm Address](#)

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[*2011 Alumni Reunion](#)

[*Calendar of Events](#)

[*Employment Opportunities-New!!](#)

[*Gifted & Talented Program](#)

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ers., May 3 Fun Run @ 2pm...Fri, May 4 is the Jr. &

MISSION STATEMENT

*FIS ...

www.fis.bie.edu >>

- Get information out faster
- Less phone calls to answer, less emails to respond to
- Attracts a new pool of applicants

Advertisement

- ▶ It is important to find the right applicant with the correct KSA's for the job you want to fill.
 - ▶ Offering an employee an incentive such as a recruitment staffing differential may help entice applicants for hard to fill positions.
 - ▶ Explaining the benefits you have to offer employees.
- 

Organization Chart

- ▶ Is a diagram that shows the structure of an organization, the relationships and relative ranks of positions/jobs.
- ▶ Organizational Charts can very quickly become out-of-date, especially in large organizations that change their staff regularly.
- ▶ Should be updated on annual basis and should be a living document.
- ▶ Can be an effective tool when recruiting.

Organizational Chart



BUREAU OF INDIAN EDUCATION



WILLOWS SPRINGS HIGH SCHOOL
2009-2010

WILLOWS SPRINGS HIGH SCHOOL
Anytown, NM
561.3100A Principal CE-1710-07

Administrative Support Services
561.3110A Business Manager CE-0301-06

Human Resources
561.3111A Business Technician (HR) CE-0301-03
561.3112A Business Technician (HR) CE-0301-02
561.3113A Business Technician (HR) CE-0301-02
561.3114A Clerk (OA) CE-0301-01

Budget & Finance
561.3121A Business Manager (Accting) CE-0301-05
561.3122A Business Technician (Budget) CE-0301-03
561.3123A Business Technician (Budget) CE-0301-03
561.3124A Clerk (OA) CE-0301-01

Information Technology
561.3131A Information Tech Specialist CE-2210-05
561.3132A Information Tech Specialist CE-2210-04
561.3133A Information Tech Technician CE-0335-03

Recommend: _____
Principal

_____ Date

Concurred: _____
Education Line Officer

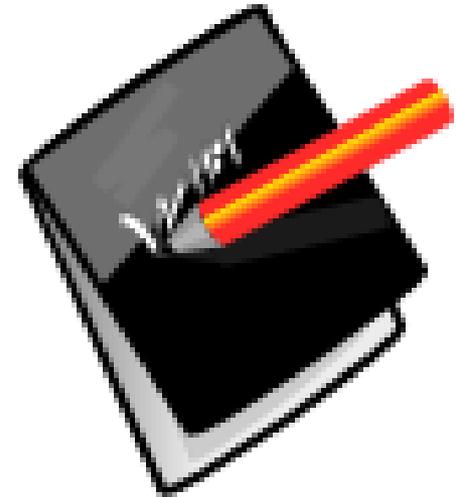
_____ Date

Recommend: _____
School Board

_____ Date

Responsibilities for Position Management

- ▶ Management's role:
 - Decision-Making
 - Ownership



Job Category Standards

Job Categories covers similar group of positions and includes the following information:

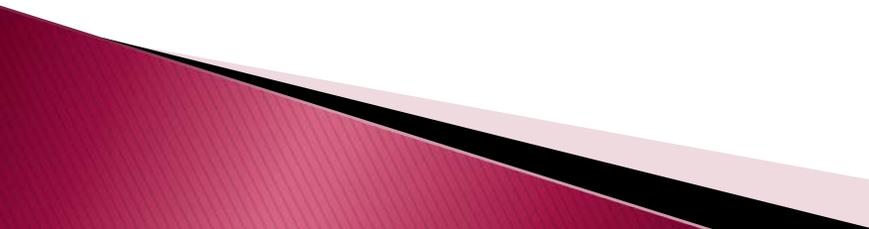
- ▶ Brief description of work
- ▶ Level of Responsibilities
- ▶ **Basic Education and Experience Requirements**
- ▶ Physical Requirements



POSITION DESCRIPTION (pd)

- ▶ Clarifies specific duties for each position.
 - ▶ Should be reviewed on annual basis and revised as needed.
 - ▶ Must be tied to the established Job Category.
 - ▶ Determines the pay level for a position.
 - ▶ Date the PD when it is established or when it is updated
 - ▶ Is needed for all aspects of hiring.
- 

Position Description (pd)

- ▶ **A Position Description helps employees get a sense of their job responsibilities, what's expected of them, and the standards by which they'll be evaluated and rewarded.**
 - ▶ **The Position Description will also help you develop recruiting materials, develop orientation and training programs, and ensure consistency and equity among positions.**
- 

Format of PD for Contract Education Position (P.L. 95-561)

- ▶ **Introduction**
- ▶ **Major Duties and Responsibilities**
- ▶ **Level of Responsibility**
- ▶ **Basic Education and Experience Requirements**
- ▶ **Physical Requirements**
- ▶ **Other (Other significant facts)**

Questions when preparing a VA

- ▶ How can I use vacancy announcements as a tool to attract candidates?
 - ▶ How can I understand what needs to go on a vacancy announcement?
 - ▶ What role do KSA's play in identifying top candidates
- 

What most of us have on our Vacancy Announcement

- ▶ Vacancy Announcement Number
 - ▶ Open and Closing Date
 - ▶ Position Title and Pay Level/Step
 - ▶ Promotional Potential
 - ▶ Salary
- 

What else we should add ...

- ▶ Are you interested in joining a prestigious education organization? An agency who's mission is to provide quality education opportunities for children from early childhood through life in accordance with a tribe's needs for cultural and economic well being? We are interested in individuals who are committed to superior service and who will help our organization continue to meet high standards. We have excellent 401k, benefits and family friendly leave policies.

The vacancy announcement is a picture....

- ▶ Does the vacancy announcement answer:
 - What will I be doing?
 - Should get a clear picture of the job
- ▶ What will I get?
 - Should get a clear picture of the benefits
- ▶ Why would I want to work for this agency?
 - Should get clear picture of the mission and importance (School Website)
- ▶ What is the process to get a job with this agency?
 - Should get a clear picture of what they need to do to apply

JOB VACANCY SY 2011-2012

1-Executive Director

1- Home Living Assistant Intermittent- Male

1- Tutors (Certified Teacher)

*Indian Preference. Positions are subject to a background
investigation. Applicants must apply in person*

Open until Filled



Incomplete Vacancy Announcement

CONTRACT:	School Year Contract		
LOCATION:	Department of Interior, Indian Affairs, Bureau of Indian Education, New Mexico South Line Office, T'siya Day School, Zia Pueblo, New Mexico		
ANNOUNCEMENT NO:	D20M22-12-01	ISSUING DATE:	03/16/12
CONSIDERATION AREA:	Area Wide	CLOSING DATE:	Open till filled

CONTRACT INFORMATION: This position will be filled by contract under P.L. 95-561

INDIAN PREFERENCE POLICY: Preference in filling this vacancy is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification Form BIA 4432 must be submitted with the application if claiming Indian Preference. Consideration will be given to Non-Indian applicants (status of reinstatement) in the absence of qualified Indian Preference eligible.

EQUAL OPPORTUNITY EMPLOYER: Within the scope of Indian Preference, candidates receive reflection without regard to race, color, sex, religion, sexual orientation, national origin, or other non-merit factors.

REASONABLE ACCOMMODATION LANGUAGE: This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.

STATEMENT OF DUTIES: The incumbent will teach adopted core programs on an intermittent basis. He/she will utilize teacher provided lesson plans for K-8 grades, adapt course of study to meet individual student needs, handles regular classroom teaching and classroom management, general disciplinary problems, reports student progress for assigned classroom, covers regular teacher duties as assigned and maintains all necessary school records for students. Will adhere to regular school core hours.

BASIC REQUIREMENTS:

A bachelor's degree in an appropriate education field with a minimum of 12 semester hours in Special Education courses. Applicants must possess New Mexico Teaching Certification, K-8 and be certified in Special Education and Math.

SUITABILITY & CLEARANCE REQUIREMENTS: A background investigation is required. Appointment is subject to the successful completion of the background investigation and favorable adjudication. Failure to meet requirements will be grounds for termination.

OTHER REQUIREMENTS/SPECIAL REFERENCE:

- You must be a U.S. citizen to qualify for this position.
- Applicant is subject to a favorable background investigation. Upon selection, selectee will be required to complete a Declaration for Federal Employment, OF-306. This is a Non-Critical, Moderate Risk Position subject to a favorably adjudicated background investigation.
- All male applicants born after December 31, 1959, will be required to complete the certification document to confirm their selective service status.

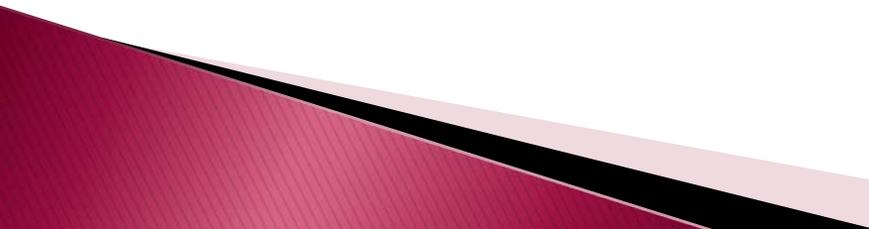


Common errors and mistakes

Tips

- ▶ Use plain language
 - ▶ Mention the critical duties
 - ▶ Discuss qualifications – give examples of specialized experience if necessary
 - ▶ Ask–What does a candidate need to know to apply?
 - ▶ Understand your audience and what they are looking for?
- 

What else can I do to get candidates?

- ▶ Recruit, recruit, recruit
 - ▶ Recruitment is not just about filling a job
 - ▶ Write your vacancy announcement that makes the applicant want to work for your organization.
 - ▶ Help candidates understand the process– go out and educate, such as participating in job fairs.
 - ▶ The contact on your vacancy announcement must know your organization's mission and your organizational structure , duties of the position, salary and benefits offered by your organization and surrounding community.
- 

T'siya Principal Vacancy Announcement

Page 1 of 5

View Options Close

United States Department of the Interior
Bureau of Indian Education
T'siya Elementary and Middle School
1000 Borrego Canyon Road
Zia Pueblo, New Mexico 87053

VACANCY ANNOUNCEMENT

POSITION TITLE: Principal, CE 1710, Level 6

SALARY RANGE: \$32.97 to \$42.86 per hour
(BIE Education Pay Schedule: based on Education & Experience)

CONTRACT: Year long

LOCATION: Department of Interior, Indian Affairs, Bureau of Indian Education, New Mexico
South Line Office, T'siya Day School, Zia Pueblo, New Mexico

Seeking passionate, resourceful instructional leader who will coach teachers to reach every student and partner with students' families and communities to make this Turnaround School effective for all students.

ANNOUNCEMENT NO: D20M22-12-01 **ISSUING DATE:** 6/07/2012
CONSIDERATION AREA: Area Wide **CLOSING DATE:** OUF

CONTRACT INFORMATION: This position will be filled by contract under P.L. 95-561

INDIAN PREFERENCE POLICY: Preference in filling this vacancy is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472) Verification Form BIA 4432 must be submitted with the application if claiming Indian Preference. Indian preference eligible that are not currently employed in the Federal Service will be appointed under the Excepted Service Appointment Authority (Schedule A). Consideration will be given to Non-Indian applicants (status of reinstatement) in the absence of qualified Indian Preference eligible. Concurrent consideration may be given to handicapped eligible, disabled veterans, reinstatement and transfer eligible.

EQUAL OPPORTUNITY EMPLOYER: Within the scope of Indian Preference, all candidates will receive consideration without regard to race, color, sex, religion, sexual orientation, national origin, or other non-merit factors.

REASONABLE ACCOMMODATION LANGUAGE: This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.

VETERANS EMPLOYMENT OPPORTUNITIES ACT: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

start

Vacancy

SI Powerpoint - Recr...

Inbox - Microsoft Out...

Principal Announceme...

2:59 PM

STATEMENT OF DUTIES: This position of Turnaround Principal will provide transformational leadership to planning, launching and managing a turnaround school. This includes implementing a Turnaround Model which focuses on high student achievement; building a positive school climate that supports the whole student; leveraging research and data to drive initiatives and instruction; and building a high-performing staff and leadership team to achieve the school's vision and goals. The Turnaround Principal will collaborate with parents, community members, and the Education Line Office.

The incumbent will provide professional leadership to the faculty and is responsible for the development of a school curriculum which aligns with the state standards of New Mexico. Oversees the budget program, HR services and property and supply. Responsible for complete control, planning, implementing, supervision and coordination of safety program. Assign, supervise and direct the work of approximately 20 professional, para-professional, contract education staff and wage employees. Responsible for every aspect of the food service program. The Principal is responsible to promote activities for the general welfare, to enhance public relations with the community and public school, and cooperate with other Bureau program personnel including Federal/State officials in administering their programs in the community.

BASIC REQUIREMENTS:

Placement in the appropriate pay level is based exclusively on education level as follows:

Pay Level: 06

Education: Master's Degree or Equivalent

A minimum of a Master's Degree with 12 semester hours in school administration, teaching, counseling or other professional education experience or a 6-year university administration program is required. All professional educators will also meet the New Mexico Certification Standards. A maximum of 3 years teaching or counseling experience is creditable toward meeting the full qualification requirements and one year must be in school administration.

A National Board Certified Teacher from the National Board for Professional Teaching Standards is preferred.

Selective Placement Factor:

The experience listed under basic requirements must be in a Turnaround School. Employees must have this leadership experience to be considered for this Principal position.

BASIS OF RATING: All applicants for this position will be rated and ranked based upon the extent and quality of their experience, training and/or education as reflected on the application. Applicants will be further evaluated according to the degree to which they possess or have the potential to acquire knowledge, skills, abilities, and personal characteristics as listed below. The judgment of qualifications will be based on the material submitted; therefore, it is to the applicant's advantage to give complete and thorough responses and to present information in a neat and orderly fashion. Qualifications and veteran's preference eligibility will be determined on the basis of information submitted.

SUITABILITY & CLEARANCE REQUIREMENTS:

A background investigation is required. Appointment is subject to the successful completion of the background investigation and favorable adjudication. Failure to meet these requirements will be

How to promote your school

- ▶ Know the product
 - What do you offer?
 - What impact do you have?
- ▶ Know the potential buyers
 - Who are they?
 - Where are they?
 - What do they want?

People buy what they imagine they will feel in the organization

Keys to success

- ▶ Effectively manage recruitment process
 - ▶ Minimize cycle time as much as possible from recruitment activity to the job offer
 - ▶ Continue to “recruit” candidate after acceptance and EOD
 - ▶ Have an orientation procedure in place at your school location
- 

THANK YOU