

The Student Service Director will serve as the supervisor/director of the residential program. Incumbent will be responsible for the day-today administration of the residential department. Activities may include: scheduling of leave; assigning of staff; staff critiques and evaluations; ordering of supplies; budget preparation; scheduling professional services; developing and selecting curriculum appropriate to the needs of the program; attending school board meetings; teaching; ect. This position carries teaching or other professional non-supervisory responsibilities. This individual will closely assist the supervisor and will represent the group at staff meetings, planning sessions, ect.

LEVEL OF RESPONSIBILITIES:

- A. **05 Level** – The 05 level is assigned when the incumbent directs the entire student services program when boarding enrollment of the school is greater than 275 but less than 400; or when the incumbent will supervise three or more levels 03, 04, 11, 12, 13, 14, 15, 16, or 17 positions in the student services department. The 05 level may also be assigned to schools with boarding enrollment greater than 400 where the incumbent supervises only a portion of the student services program.

This position is titled Student Service Director only when the incumbent supervises all aspects of the student services program. All other positions covered by the category are titled Student Services Specialist.

SUMMARY OF QUALIFICATIONS REQUIRED: Refer to BIE Education Position Categories and Qualifications Handbook for additional qualification requirements and substitutions for education. Applicants *must meet* the qualification requirements contained in the BIE Education Position Category.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS

Pay Level	05
Education	Masters
Experience	3 Years

Applicants must have successfully completed a Master’s or higher degree at an accredited university; their education must have included at least 24 hours in education, counseling or psychology, of which at least 12 graduate hours must have been in guidance, counseling or psychology courses directly related to education.

Experience must have been a teacher or guidance counselor in at secondary school or in a professional capacity in another type of homeliving environment.

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.

SUITABILITY & CLEARANCE REQUIREMENTS:

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

OTHER REQUIREMENTS/SPECIAL REFERENCE:

- You must be a U.S. citizen to qualify for this position.Counseling Psyc Vacancy Announcement

- 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 favorable adjudicated background investigation.
- Subject to probationary period for 18 calendar months, which maybe extended
- The incumbent is required to drive a motor vehicle to conduct business at field locations. A valid State driver's license is required. All applicants **MUST** submit a current GSA Form 3607, Motor Vehicle Operator's License and Driving Record in order to receive consideration. Incumbent must possess a valid State Driver's License.
- All male applicants born after December 31, 1959, will be required to complete the certification document to confirm their selective service status.
- Government Housing IS NOT available.
- Relocation Expenses WILL NOT be paid.

NOTE: Persons submitting incomplete applications will be given credit only for the information they provide. It is the applicant's responsibility to submit all required documentation in support of their application in order to receive full credit for their Veteran Preference determination, Indian Preference, education, training and/or experience. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

Applications become part of the official record and will not be duplicated or returned. This office WILL NOT fax vacancy announcements AND WILL NOT accept telefaxed applications. Applicant's qualifications will be evaluated solely on the information submitted by them in their applications. Applications mailed using Government postage and/or envelopes are in violation of OPM and Postal Regulations and will not be considered. E-mailed applications/resumes will **NOT be accepted.**

HOW TO APPLY: It is to your advantage to read the 'HOW TO APPLY' section of the OF-612, Application for Federal Employment, which contains guidance on the information that **MUST BE** included in your narrative application or resume to ensure your optimum consideration. The following forms must be submitted in order to have a complete application (**preferably in the following order and list only which statement applies to advertised position**)

1. Applicants may file using an OF-612, Application for Federal Employment, a resume or any other written format of the applicant's choice. In addition to the OF-612, applications, resumes or other written formats **MUST CONTAIN:** Job Announcement Number; Education; Work Experience (Position Title, Employment Dates (Mth/Yr), Salary); and Supervisor's name and telephone number. Also include information on other job qualifications and references. Application or resume must have original signature and current date, available at <http://www.opm.gov/forms/html/of.asp>.
2. Copy of College Transcript is required for verification/documentation (If selected, applicant must provide Official College Transcripts)
3. Form BIA 3100, Employee Performance Appraisal Plan (if applicable)
4. Form BIA 4432, Verification of Indian Preference for Employment, is required for claiming Indian Preference. The form must be completed by the appropriate official with the federally-recognized tribe where the applicant is enrolled as a member. No other form will be accepted.
5. Copy of most recent SF-50, Notification of Personnel Action, current or former Federal employees.
6. Applicant Screening Questionnaire, Indian Child Protection Requirement Form, must contain original signature and date. This position is covered by P.L. 101-647, Indian Children Protection Requirements, and persons convicted of crimes enumerated in the law are not eligible for the position.
7. DI-1935, Background Survey Questionnaire, listed in announcement, submission is voluntary and not a required form, available at <http://www.doi.gov/diversity/di1935.htm>
8. Form GSA 3607, Motor Vehicle Operator's License and Driving Record, available at

- <http://www.usa-federal-forms.com/gsa-gsa.html> **(USE NONFILLABLE PDF VERSION).**
9. Complete names and telephone numbers of three (3) former employers and three (3) personal references. List people who are not related to you and who know you well on a personal basis and know your qualifications and fitness for the kind of job for which you applying.

SCHOOL MAILING ADDRESS:

Bureau of Indian Education
Flandreau Indian School
1132 N. Crescent St
Flandreau, SD 57028

FOR ADDITIONAL INFORMATION:

CONTACT: Belva Renville

TELEPHONE: (605) 997-3773, ext 2142

**Applicant Screening Questionnaire
Indian Children Protection Requirements**

Name: _____ Social Security Number: _____
(please print)

Job Title: _____ Announcement No: _____

Notification Requirements

Section 231 of the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), requires that employment applications for Federal child care positions have applicants sign a receipt of notice that a criminal record check will be conducted as a condition of employment. Further, it is required to ask the following:

Have you ever been arrested for or charged with a crime involving a child?

Yes [If "yes," provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.]

No

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630 (codified in 25 United States Code § 3207), requires a criminal history records check as a condition of employment for positions in the Department of Interior that involve regular contact with or control over Indian children. Further, it is required to ask the following:

Have you ever been arrested, found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious offense, or any of two or more misdemeanor offenses under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children?

Yes [If "yes," provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.]

No

I certify that my response to the above questions is made under Federal penalty of perjury, which is punishable by fine or imprisonment, and that I have received notice that a criminal history records check will be conducted and is a condition of employment. I understand my right to obtain a copy of any criminal history report made available to the Bureau of Indian Education and my rights to challenge the accuracy and completeness of any information contained in the report.

Applicant's Signature Date

