



UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF INDIAN EDUCATION  
Flandreau Indian School  
1132 N. Crescent St.  
Flandreau, SD 57028



## VACANCY ANNOUNCEMENT

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**POSITION TITLE & GRADE:** Native Cultural and Language Instructor CY-0301-01/02/03  
**POSITION INFORMATION:** School Year Contract (Full-Time Seasonal)  
**SALARY RANGE:** \$12.67 TO \$31.52 per hour  
(BIE Education Pay Schedule: based on education & experience)

**LOCATION:** Department of Interior, Bureau of Indian Education, Associate Deputy Director-Bureau Operated Schools, Flandreau Indian School, Flandreau, SD

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**ANNOUNCEMENT NUMBER:** FIS-2018-11                      **ISSUING DATE:** 10/1/2018

**CLOSING DATE:** 09/28/2019

The Bureau of Indian Education's mission is to provide quality education opportunities from early childhood through life in accordance with the tribes' needs for cultural and economic well-being and in keeping with the wide diversity of Indian tribes and Alaska Native villages as distinct cultural and governmental entities.

### **JOIN US AS WE INSPIRE THE NEXT GENERATION!**

**STATEMENT OF DUTIES:**

The Native Cultural and Language Instructor will teach tribal culture and/or language to Native American students implementing appropriate instructional methods in a classroom setting. Prepares daily lesson plans which include objectives, activities and evaluative methods for group and individual instruction. Continuously evaluates student academic progress. Makes progress reports to and confers with parents/guardians. Maintains records in accordance with applicable regulations. Maintains an environment which promotes opportunities for students to develop positive social skills, self-discipline and a positive self-image. Uses effective classroom management techniques and handles discipline independently except for chronic or extreme behavior problems. Supervises students as scheduled throughout the day. Participates in educational activities including workshops, in-services and curriculum development. Promotes a positive relationship between home, school and community within a culturally diversified system. May be scheduled for noon or other duties as assigned.

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**INDIAN PREFERENCE POLICY:** Preference in filling vacancies 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. **EQUAL OPPORTUNITY EMPLOYER:** Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, age, 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.

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**SUMMARY OF QUALIFICATIONS REQUIRED:** Refer to the 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:**

Level 01: High School Diploma or GED

Level 02: 60 college semester hours or AA/AS Degree

Level 03: BA/BS Degree

**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.

**SPECIAL REFERENCE:**

- You must be a U.S. citizen to qualify for this position.
- Applicant is subject to a favorable background investigation. This is a Non-Critical, Moderate Risk Position subject to a favorable adjudicated background investigation.
- Subject to probationary period for equivalent to two (2) academic semesters, which may be extended.
- A Pre-Employment Physical Examination will be required
- Physical Examination is required
- 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 Indian Preference, education, training and/or experience.

**ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.**

**HOW TO APPLY:** Applicants may file a resume. The resume must include Vacancy Announcement No., Job Title, Duties and accomplishments, Employer's name and address, supervisors name and phone number, starting and ending dates (month and year), hours per week, and salary to ensure optimum consideration. The following forms listed with an \* must be submitted in order to be considered for the position.

1. \*Applicants may file a resume. **MUST CONTAIN:** Vacancy Announcement No., Job Title, Duties and accomplishments, Employer's name and address, supervisors name and phone number, starting and ending dates (month and year), hours per week, and salary. Complete names and telephone numbers of Employer references (must be within the past 5 years) 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.
2. \*Copy of high school transcript or GED or resume indicating completion of HS with current signature validating response.
3. \*College Transcript is required for verification/documentation and for pay purposes (If selected, applicant must provide Official College Transcripts, 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. Optional during the application process; however, selectees will be required to submit as part of the pre-appointment process
7. Form GSA 3607, Motor Vehicle Operator's License and Driving Record, available at: <https://www.gsa.gov/portal/forms/download/117026> , **(USE NONFILLABLE PDF VERSION)**. Optional during the application process; however, selectees will be required to submit as part of the pre-appointment process

**Applications become part of the official record and will not be duplicated or returned. This office will 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.**

**SCHOOL MAILING ADDRESS:**

Flandreau Indian School  
Attn: Human Resources  
1132 N. Crescent St.  
Flandreau, SD 57028

**FAX APPLICATIONS TO: (605) 997-2601**  
**Contact #: (605) 997-3773 ext. 2142**

**Applications and all accompanying documents must be received by the close of business (4:30 p.m. CST) on the closing date of the announcement.**

**For VERIFICATION of our receipt of your application-resume, please contact:  
Shawn Dahmen, (605) 997-3773 ext. 2142**