



UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN EDUCATION
MANY FARMS HIGH SCHOOL
P.O. Box 307
Many Farms, Arizona 86538



VACANCY ANNOUNCEMENT

POSITION TITLE & GRADE: Teacher (Music), CY-1710-00, Pay Level 11-17

POSITION INFORMATION: School Year Contract (Full-Time Seasonal)

SALARY RANGE: \$221.96 to \$448.27 Per Day
(Teacher/Home Living Specialist Pay Schedule)

LOCATION: Department of Interior, Bureau of Indian Education, AZ Navajo Central,
Many Farms High School, Many Farms, AZ

ANNOUNCEMENT NUMBER: MFHS-1819-009 **ISSUING DATE:** 10/01/2018

CLOSING DATE: 09/27/2019

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!

DESCRIPTION OF WORK: The **Teacher (Music)** will provide direct delivery of instruction at the professional secondary level. The job category includes the role of a classroom teacher, a team teacher, or a remedial or special services teacher according to the setting and organizational structure of **Many Farms High School**. The **Teacher (Music)** is responsible for planning, implementing, and evaluating instructional activities under established guidelines and standards. **Will teach Piano, Advanced Piano, and Choir classes.**

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.

LEVEL OF RESPONSIBILITY: Teaching positions are professional positions, and responsible for providing instruction to students using professional teaching methods and techniques in the school setting. This includes but is not limited to self-contained classroom teaching positions as well as specialized positions in one or more subject areas.

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 in the BIE Education Position Category.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS: Placement in the appropriate pay level is based exclusively on education level as follows:

Pay Level	11	12	13	14	15	16	17
Education	Bachelors	BA+15	BA+30	Masters	MA+15	MA+30	Earned Doctorate

Professional teachers must have a **Bachelor's Degree or higher** with a license issued by the State teacher licensure department in the appropriate teaching subject area, grade levels, and endorsement. The teaching license must be a **Standard Secondary Education Certificate** in a field of **Music** as listed in the **Description of Work**. The license must be in the State where the position is located, which may include certifications issued by other states recognized by the State in its Teacher Certification Reciprocity Program. Alternative teacher license will not be accepted or substituted for a professional teacher license. Emergency, provisional or conditional certificates may be accepted under the conditions they are issued by the State teacher licensure department.

PHYSICAL REQUIREMENTS: Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required except that some positions may be suitable for persons who are blind or deaf. In most instances, an amputation of arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must have mental and emotional stability.

The position requires normal physical activity, field travel, and attendance at meetings and conferences away from the duty station.

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. 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.

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 equivalent to two (2) academic semesters, which may be extended.
- A Pre-Employment Physical Examination will be 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** 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 must 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. * **Resume MUST CONTAIN the above requirements and:** *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 will on a personal basis and know your qualifications and fitness for the kind of job for which you applying.*
2. ***College Transcripts** is required for verification/documentation and for pay purposes (If selected, applicant must provide Official College Transcripts, if applicable.
3. *Copy of valid **Standard Secondary Education Teaching Certificate** in a field of **Music, preferably Piano and Choir.**
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. 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:

MANY FARMS HIGH SCHOOL
Human Resources Office
Attn: LaVerne Deschner-Dillon
P.O. Box 307
Many Farms, AZ 86538

FAX APPLICATIONS TO:

(928) 781-6355

FOR ADDITIONAL INFORMATION:

CONTACT: LaVerne Deschner-Dillon

TELEPHONE: (928) 781-6231

(928) 781-6226, ext. 5204

Applications and all accompanying documents must be received by the close of business (5:00 p.m. MST) on the closing date of the announcement.

**For VERIFICATION of our receipt of your application-resume, please contact:
LaVerne Deschner-Dillon at (928) 781-6231 or by email at: laver.deschnerdillon@bie.edu**

**Applicant Screening Questionnaire
Indian Children Protection Requirements**

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

Job Title: Teacher (Music) **Announcement No:** MFHS-1819-009

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