



UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN EDUCATION
TUBA CITY BOARDING SCHOOL
P.O. BOX 187
TUBA CITY, AZ 86045

VACANCY ANNOUNCEMENT

POSITION TITLE & GRADE: Education Technician, CY-1701-02
POSITION INFORMATION: School Year Contract (Part-time Seasonal)
\$18.13 TO \$25.77 per hour
(BIE Education Pay Schedule: based on education & experience)

LOCATION: Department of the Interior, Bureau of Indian Education, Arizona Navajo North Education Resource Center, Tuba City Boarding School, Tuba City, Arizona.

ANNOUNCEMENT NUMBER: D33N19-2018-027 **ISSUING DATE:** 12/03/18
CLOSING DATE: 12/19/18

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: This position is responsible for performing paraprofessional level work in support of professional educators. Responsibilities may include: (1) Providing one-on-one tutoring for eligible students; (2) assisting with classroom management, such as organizing instructional materials; (3) providing assistance in a computer laboratory directly related to classroom instruction; (4) conducting parental involvement activities; (5) providing support in a library or media center; and/or (6) providing instructional services to students under the direct supervision of a professional educator. Incumbent may provide services outside the classroom where the employee assists in a specialized educational area under the direct supervision of a professional educator. This position includes actual participation with the planning of instruction, preparing lesson plans, and performing independent teaching under the close supervision of a professional educator. May be required to assist in other school related duties, including clean-up of outside areas or buildings, assisting in the cafeteria and dormitories. Works under the supervision of an academic department head.

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.

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 02 – Obtained an Associates (or higher) Degree or completed 60 hours of study from an institution of higher education, plus 1 year of experience.

Experience should be in the same line of work or one which is basically similar to the education position the employee is being placed in.

SUBSTITUTION

A Bachelor's Degree in Education or equivalent degree meets basic requirements for the position.

CONDITION OF EMPLOYMENT: If the position requires operation of a motor vehicle in performance of work, a valid State Driver's license is a prerequisite. Some positions involve work transporting students or conducting other assigned official business throughout the geographic jurisdiction of the Education Line Office. A valid State Driver's license must be maintained as a condition of employment; failure to do so may result in removal from the position.

PHYSICAL REQUIREMENTS: Good distant vision in one eye and ability to read without strain printed material the size of typewritten characteristics are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. In most instances, an amputation of an arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated for by use of a satisfactory prosthesis. In addition, applicants must have mental and emotional stability. This position requires normal physical activity with the work, field travel and to attendance at meetings and conferences from the duty station.

BASIS OF RATING: Once the announcement has closed, 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 their resume. The judgment of qualifications will be based on the material submitted; therefore, it is to the applicant's advantage to give complete and thorough 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 for 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 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 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:** 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. *College Transcript is required for verification/documentation and for pay purposes (If selected, applicant must provide Official College Transcripts, if applicable)
3. Copy of Valid State Driver's License.
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, if 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:

**Tuba City Boarding School
Attn: Iva Dallas
P.O. Box 187
Tuba City, AZ 86045**

FAX APPLICATIONS TO: (928) 283-2362

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

**For VERIFICATION of our receipt of your application-resume, please contact:
Iva J. Dallas, (928) 283-2330, ext. 1151**

