



UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF INDIAN EDUCATION  
Tuba City Boarding School  
P.O. Box 187  
Tuba City, Arizona 86045

**VACANCY ANNOUNCEMENT**

---

**POSITION TITLE & GRADE:** Classroom Monitors, CY-1712-01/01 (3 Vacancies)  
**POSITION INFORMATION:** School Year Contract (Intermittent)  
**SALARY RANGE:** \$12.67 per hour  
(BIE Education Pay Schedule)(Position Limited to base pay only)

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

---

**ANNOUNCEMENT NUMBER:** D33N19-2018-028      **ISSUING DATE:** 12/03/2018  
**CLOSING DATE:** 12/19/2018

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 Classroom Monitor position functions as an aide and campus monitor assisting in maintaining a safe environment for students and staff, primarily maintaining student order in the absence of professional educators, during non-instructional time. Employee works under the close supervision of a professional educator, following detailed instructions, while maintaining classroom/student order. Duties include monitoring student behavior during meal times in the cafeteria, monitoring students during loading and unloading of buses, assisting on buses to provide for safe delivery of students, and supervising individuals and/or groups of students during non-academic activities. This position will be filled at Level 01 only. The incumbent performs the above tasks under the direction of professional staff.

---

**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**

Education: High School or GED diploma.

Experience: None

**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.

**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.

**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.

**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.
- Intermittent employee will be subject to on call basis and will have no pre-scheduled tour of duty.
- 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 are required for verification/documentation and for pay purposes, if applicable (If selected, applicant must provide Official College Transcripts)
3. 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.
4. Copy of most recent SF-50, Notification of Personnel Action, current or former Federal employees.
5. 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
6. 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**

**FOR ADDITIONAL INFORMATION:**

**CONTACT: Iva J. Dallas, Business Manager      TELEPHONE: (928) 283-2330, Ext. 1151**

**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 packet, please contact:  
Iva Dallas, (928) 283-2330, ext. 1151**

