



**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN EDUCATION**

Lake Valley Navajo School
PO Box 748
Crownpoint NM 87313

VACANCY ANNOUNCEMENT

POSITION TITLE & GRADE: Teacher (Elementary), CY-1710-11/17, (1 Position)

POSITION INFORMATION: **TEMPORARY SCHOOL YEAR CONTRACT NTE 1 YEAR**
(Full-Time)

SALARY RANGE: \$221.96 TO \$448.27 per day
(BIE Education Pay Schedule: based on education & experience)

LOCATION: Department of Interior, Indian Affairs, Bureau of Indian Education
Lake Valley Navajo School, Crownpoint, NM

ANNOUNCEMENT NUMBER: D34N10-18-001 **ISSUING DATE:** 11/30/18
CLOSING DATE: 12/14/18

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:

The teacher teaches students by selecting, developing, adapting and implementing appropriate instructional methods and techniques utilizing available resources to provide for academic achievement. The teacher provides learning experiences in assigned subject areas which develop cognitive, affective and psychomotor skills that are appropriate to the needs and interests of all the students in the class. The teacher plans techniques and/or methods that will lead students into decision-making problem-solving skills.

The teacher prepares yearly instructional outlines and related daily lesson plans covering relevant units of study and specifying objectives, activities and evaluative methods/instruments for both group and individual instructional programs.

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. Indian preference eligible that are not currently employed in the Federal Service will be appointed under the Excepted Service Appointment Authority (Schedule A). Consideration will be given to Non-Indian applicants (status or reinstatable) in the absence of qualified Indian Preference eligible.

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 Classifications and Qualifications Handbook for additional qualification requirements and substitutions for education. You can find this information at the following link: <https://www.bie.edu/HR/Resources/Benefits/class/index.htm>

Applicants *must meet* the qualification requirements contained 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:	Bachelor	BA+15	BA+30	Master	MA+15	MA+30	Earned Doctorate

Professional teachers must have a Bachelor's Degree or higher with a license issued by State teacher licensure department in the appropriate teaching subject area (Elementary), grade levels, and endorsement. License issued 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 professional teacher license. Emergency, provisional or conditional certificates may be accepted under the condition that 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. 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.

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.
- Subject to probationary period for equivalent to two (2) academic semesters, which may be extended.
- A Pre-Employment Physical Examination will be required.
- 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 MAY BE available. Contact Tonya Knight, (505) 786-5392

- 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 or any other written format of the applicant's choice. **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 will 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 Teaching Certificate with endorsement in Elementary.
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:

Lake Valley Navajo School
ATTN: Tonya Knight
PO Box 748
Crownpoint NM 87313

FAX APPLICATIONS TO: 505-786-5956

FOR ADDITIONAL INFORMATION:

**CONTACT: Tonya Knight
Principal**

TELEPHONE: (505) 786-5392

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.

