



**UNITED STATES DEPARTMENT OF THE INTERIOR**  
**BUREAU OF INDIAN EDUCATION**  
Cottonwood Day School  
Navajo Route 4  
Chinle, Arizona 86503

**VACANCY ANNOUNCEMENT**

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**POSITION TITLE & GRADE:** Teacher (Elementary)CY-1710, Level 11 - 17

**POSITION INFORMATION:** School Year Contract (Full-Time Seasonal) (1 Position)

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

**LOCATION:** Department of Interior, Indian Affairs, Bureau of Indian Education, Arizona Education Resource Center, Cottonwood Day School, Chinle, AZ

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**ANNOUNCEMENT NUMBER:** D35N04-2019-003

**ISSUING DATE:** 3/15/2019

**CLOSING DATE:** 9/30/2019

**CONSIDERATION AREA:** All US Citizens

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.

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**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.

**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 TO READ AS SHOWN BELOW:**

Placement in the appropriate pay level is based exclusively on education level as follows:

**For Pay Level:**

- 11 - Bachelor's (B)
- 12 - B+15
- 13 - B+30
- 14 - Master's (M)
- 15 - M+15
- 16 - M+30
- 17 - Doctorate (earned)

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 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 conditions they are issued by the State teacher licensure department.

**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. Upon selection, selectee will be required to complete a Declaration for Federal Employment, OF-306. 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.
- Pre-Employment Physical Examination will be required for all new hires.
- All male applicants born after December 31, 1959, will be required to complete the certification document to confirm their selective service status.
- Government Housing Will not be available
- Relocation Expenses Will not be available
- [Click here to enter text.](#)

**HOW TO APPLY:** The following forms listed with an \* must be submitted in order to be considered for the position.

1. \*Applicants must file a resume. 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 three (3) former employers (must be in the last 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 (If selected, applicant must provide Official College Transcripts).
3. \*Copy of valid State Teaching 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, current or former Federal Employees.
6. Form GSA 3607, Motor Vehicle Operator's License and Driving Record, available at <https://www.gsa.gov/portal/forms/download/117026>
7. 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

**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.**

Applications become part of the official record and will not be duplicated or returned. This office will accept faxed application packages. 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.

Applicants can either mail in their applications or fax in their applications:

**FAX APPLICATION:**

(928) 725-3243

**MAILING ADDRESS:**

Cottonwood Day School  
Route 4  
Cottonwood Day School  
Chinle, Arizona

**FOR ADDITIONAL INFORMATION:**

**CONTACT:** Verna Chee

**TELEPHONE:** 5051725-3235

Applications and all accompanying documents must be received or postmarked by 5 PM MST on the closing date of the announcement.

**For VERIFICATION of our receipt of your application-resume, please contact:**

Verna Chee (928) 725-3235 ext 103