



United States Department of the Interior

BUREAU OF INDIAN EDUCATION

Tonalea Day School

P.O. Box 39

Tonalea, AZ 86044

VACANCY ANNOUNCEMENT

POSITION TITLE & GRADE: Substitute Teacher, CY-1712, Level 02 (1 Position)

POSITION INFORMATION: School Year Contract (Seasonal)

SALARY RANGE: \$ 18.44 per hour
(BIE education pay scale is based on education & experience)

LOCATION: Department of the Interior, Bureau of Indian Education (BIE), Tonalea Day School,
Tonalea, Az.

ANNOUNCEMENT NUMBER: D33N13-20-01

ISSUING DATE: 09/04/2019

CONSIDERATION AREA: Bureau Wide

CLOSING DATE: 09/25/2019

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

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). 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, religion, sexual orientation, national origin or other non-merit factors.

REASONABLE ACCOMODATION 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.

STATEMENT OF DUTIES: The Substitute Teacher provides education instruction in a classroom setting utilizing practical teaching methods and techniques to a designated group of students. This position is used for replacement of the regular classroom teacher in the absence of the teacher. This position will be filled at Level 02 base step 1.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

Pay Level : 02
Education : HS or Equivalent
Experience (years): 3 years

SUBSTITUTION OF EDUCATION:

60 semester hours of undergraduate course work may be substituted for 2 years of experience required for level 02 position.

EXPERIENCE:

Experience as an Education Aide in a classroom situation is creditable.

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. Qualifications and veteran's preference eligibility will be determined on the basis of information submitted.

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.

OTHER REQUIREMENTS/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.
- 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 or may not be 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 Veteran Preference determination, 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 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.

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. **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. Application or resume must have a signature with a current date.
2. *Copy of applicant's high school diploma or equivalent (and college transcripts if substituting 60 semester hours of undergraduate course work for 2 of the 3 years of required experience for Level 02 positions (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. Form GSA 3607, Motor Vehicle Operator's License and Driving Record, available at <http://www.usa-federal-forms.com/gsa-gsa.html> (USE NONFILLABLE PDF VERSION).
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.
6. Copy of most recent SF-50, Notification of Personnel Action, current or former Federal employees.
7. Complete names and telephone numbers of three (3) former employers 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.

You may fax your application to 928/283-5158, or you can mail your application to:

MAILING ADDRESS:

Attn: Jacqueline Greyhat
P.O. Box 39
Tonalea, AZ 86044

PHYSICAL ADDRESS (for FedEx, etc.):

Attn: Jacqueline Greyhat
160 US Highway and Route 21
Tonalea, AZ 86044

For information about this POSITION, call: Cheryl L. Kaye at 928/283-6325 ext.1001

To verify RECEIPT of your application/resume, call: Jacqueline Greyhat 928/283-6325

**Applicant Screening Questionnaire
Indian Children Protection Requirements**

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

Job Title: Substitute Teacher Announcement No: D33N13-20-01

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 Office of Indian Education Programs and my rights to challenge the accuracy and completeness of any information contained in the report.

Applicant's Signature

Date