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 AND GRADE: Substitute Teacher, CY-1712-02/01 (2 vacancies)

POSITION INFORMATION: School Year Contract (Intermittent)

SALARY RANGE: $18.96. per hour (BIE Education Pay Schedule: based on education and experience.)

LOCATION: Department of Interior, Bureau of Indian Education, Arizona Navajo North ELO, Tuba City Boarding School, Tuba City, AZ

ANNOUNCEMENT NUMBER: D33N19-2020-001

ISSUING DATE: 03/04/2020

CLOSING DATE: 03/25/2020

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 Substitute Teacher provides education instruction in a classroom setting utilizing practical training methods and techniques to a designated group of students. The incumbent will substitute in the classroom in the absence of the certified teacher. The Substitute Teacher works under the supervision of professional educators, following specific instructions, maintaining classroom order, to carry out provided lesson plans. The incumbent performs duties in support of professional educators. The Substitute Teacher 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. 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 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 Job Category Standards for additional qualification requirements and substitutions for education. Applicants must meet the qualification requirements contained in the BIE Job Category Standard.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:
Education: High School or Equivalent
Experience: 3 years

Salaries at all levels will be limited to the base step. (Employees in these positions do not normally make lesson plans, teach, etc. for extended periods. They do not perform the full range of duties of teachers.)

SUBSTITUTION OF EDUCATION: 60 semester hours of undergraduate course work may be substituted for 2 years of experience required for level 02 positions.

EXPERIENCE: Experience as an Education Aide in a classroom situation is creditable for Levels 01 and 02.

PHYSICAL REQUIREMENTS:
Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters is 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, applicant must possess mental and emotional stability.

BASIS OF RATING:
Once the announcement has closed, all applicants for this position will be rated based upon the extent and quality of their experience, training and/or education as reflected on their resume. The judgement of qualification will be based on materials submitted, therefore, it is the applicants’ advantage to give complete thorough and complete 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.
• Intermittent employee will be subject to on call basis and will have no pre-scheduled tour of duty.
• Subject to a probationary period for equivalent to two (2) academic semesters, which may be extended.
• 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 submit a resume. The following forms listed with an * must be submitted in order to be considered for the position.

1. Applicants must submit a resume or any other written format of the applicant’s choice. Your resume MUST CONTAIN the following:
   a. Vacancy Announcement Number
   b. Job Title
   c. Duties and Accomplishments
   d. Employer’s name and address
   e. Supervisors name and phone number
   f. Starting and ending date (month and year)
   g. Hours per week
   h. Salary

2. 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 are applying.

3. College Transcript is required for verification/documentation ad for pay purposes. (If selected, applicant must provide Official College Transcripts.

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. (2019 version)
https://bie.edu/cs/groups/xbie/documents/text/idc2-104343.pdf

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, selectee will be required to submit as part of the pre-appointment process.

Applicant’s qualifications will be evaluated solely on the information submitted by them in their applications.
- Applications become part of the official record and will not be duplicated or returned.
- This office will accept telefaxed applications.
- Applications mailed using Government postage and/or envelopes are in violation of OPM and postal regulations and not be considered.
- E-mailed applications/resumes will NOT be accepted.

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

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

FAX SIGNED AND DATED APPLICATIONS TO: (928) 283-2362

FOR INFORMATION CONTACT: Iva Dallas, Business Manager
PHONE NUMBER: (928) 283-2330, Ext. 1151

For VERIFICATION of our receipt of your application/resume, please contact: Iva Dallas; Business Manager (928) 283-2330, Ext 1151