UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN EDUCATION

Blackfeet Boarding Dormitory
PO Box 627 #1 Dormitory Road
Browning, MT 59417

VACANCY ANNOUNCEMENT

Re-advertisement

POSITION TITLE & GRADE: Recreation Technician, CY-0189-01-02

POSITION INFORMATION: School Year Contract Temporary NTE 2 years

SALARY RANGE: $12.88 TO $26.20 per hour
(BIE Education Pay Schedule: based on education & experience)

LOCATION: Department of the Interior, Bureau of Indian Education,
Arizona North Education Resource Center, Blackfeet Boarding Dormitory,
Browning, Montana.

ANNOUNCEMENT NUMBER: BBD-2020-02 ISSUING DATE: 03/24/20
CLOSING DATE: 04/13/20

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:
Provides support services to the Home Living Specialist, and Recreation Specialist.
Conducts and supervises certain student activities as planned and assigned, providing direction and instructions to students on the techniques, procedures, and rules of various games, sports, and other recreational activities; gives basic instruction in arts and crafts and other special activities.
Supervises and maintains control of assigned students. Provides for their supervision throughout the activity in order to insure the safety, health, and welfare of each student.
Supports student involvement, encouraging program participation. Schedules and/or arranges for use of facilities for recreational and athletic activities. Accounts for and maintains equipment and supplies.
Promotes open systems of communication and stability with students, academic and residential staff, parents, and state and tribal workers. Integrates the Blackfeet culture and language into activities when appropriate under the direction of the Recreation Specialist to teach students basic culture and Blackfeet language.
Conducts or arranges for presentations for students that may include special programs, tutoring, films, resources, speakers, etc. Works with staffing integrating positive character building activities into the academic, recreation, and athletic programs. Prepares and maintains required records and files, attendance reports, health and physical documentations.
**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**

Pay Level 01-02

- Level 01-High School or GED diploma and six months related experience.
- Level 02-Associate Degree or completed 60 semester hours from an institution of higher education, plus one year of related experience.

**CONDITIONS OF EMPLOYMENT:**

A valid State Driver’s license is a prerequisite. This position may involve transporting students to and from recreation or sports activity/event or therapy. A valid State Driver’s license must be maintained as a condition of employment; failure to do so may result in removal from the position.

**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: in most instances and, 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 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.
- Subject to probationary period for equivalent to two (2) academic semesters, which may be extended.
- A Pre-Employment Physical Examination will be required
- Negative drug test validation is 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. (For Bus Drivers Positions Only)
- 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 dates (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 will on a personal basis and know your qualifications and fitness for the kind of job for which you applying.

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

4. *Copy of Valid State Driver’s License or Commercial Driver’s License.

5. 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.

6. Copy of most recent SF-50, Notification of Personnel Action, current or former Federal employees.

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. (2019 version) https://www.bie.edu/HR/Forms/index.htm

8. 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.

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 will 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 p.m. MST) on the closing date of the announcement.

**SCHOOL MAILING ADDRESS:**
Blackfeet Boarding Dormitory
PO Box 627
Browning, MT 59417

**FAX signed & dated application packet to:**
(406) 338-5725

**FOR ADDITIONAL INFORMATION:**
CONTACT: Renee Tatsey
TELEPHONE: (406) 338-7441

For VERIFICATION of our receipt of your application-resume, please contact:
Renee Tatsey, Home Living Specialist (406) 338-7441