UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN EDUCATION
Santa Rosa Ranch School
HC 02 BOX 7570
Sells, Arizona 85634

VACANCY ANNOUNCEMENT

POSITION TITLE & GRADE: Education Aide, CY-1702-01

POSITION INFORMATION: School Year Contract

SALARY RANGE: $13.39 TO $21.98 per hour (BIE Education Pay Schedule: based on education & experience)

LOCATION: Department of the Interior, Bureau of Indian Education, Phoenix Education Resource Center – BOS
Santa Rosa Ranch School, Sells, Arizona

ANNOUNCEMENT NUMBER: 20-01-SRRSISSUING DATE: 03/31/2020
CLOSING DATE: 04/21/2020

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:
In serving in a supportive capacity to a professional classroom teacher the incumbent performs non-professional duties of an educational nature in a classroom/school environment.
1. Is responsible to monitor and support assigned special needs students throughout the day.
2. Acting in a supportive capacity, guides the assigned student(s) within the multiple school contexts based upon the students’ IEPs as well as a variety of sound educational methods develop and supervised by the teacher.
3. Is responsible for observing and reporting individual student interests, abilities and problems.
4. Based on teacher direction, provides support and guidance to students in regard to emotional and social adjustments, such as homesickness, self-control, sharing habits, personal hygiene matters and behavior.
5. Supervises classroom and playground recreational activities as directed: demonstrates new games and instructions in the use and care of materials and equipment if needed.
6. During class, small group or individual student work assignments, assists the teacher in reviewing student work in progress giving aid and direction as needed to the student.
7. Constructs instructional charts and exhibits, sets up and operates audio-visual equipment and utilizes other visual learning devices designed to supplement prescribed courses of
study.
8. Maintains necessary class records, such as attendance reports, health charts, progress charts and other data as required for assigned student.
9. Duties performed are comparable but different according to individual student needs/problems during the course of instructions and which deviate according to individual student response/condition.

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
High school diploma or equivalent, and ability to read and write the English language. No experience.

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.
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:   FAX signed & dated application packet to:
Santa Rosa Ranch School                           (520) 383-3960
HC 02 Box 7570                                      
Sells, Arizona 85634

FOR ADDITIONAL INFORMATION:
CONTACT: Tamara D. Pablo, Clerk
            TELEPHONE: (520) 383-2359

For VERIFICATION of our receipt of your application-resume, please contact:
Tamara D. Pablo, Clerk  (520) 383-2359