



United States Department of the Interior

Bureau of Indian Education
Arizona Navajo North Agency
Tuba City Boarding School
P.O. Box 187
Tuba City, Arizona 86045

Telephone: 928-283-2330
FAX: 928.283.2362



VACANCY ANNOUNCEMENT

POSITION TITLE & GRADE: Teacher (Special Education), **4 Vacancies**, CY-1710, Level 11 – 17

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

SALARY RANGE: \$212.91 to \$427.99 per day
(BIE Teacher Pay Schedule is based on education & experience)

LOCATION: Department of the Interior, Bureau of Indian Education (BIE), Tuba City Boarding School, Tuba City, Arizona

ANNOUNCEMENT NUMBER: D33N19-2017-009

ISSUING DATE: 04/12/2017

CONSIDERATION AREA: Bureau Wide

CLOSING DATE: Open Continuous

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. Indian preference eligibles 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 (status or reinstatable) 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, 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.

VETERANS EMPLOYMENT OPPORUNITIES ACT: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

STATEMENT OF DUTIES: The Special Education Teacher will provide direct instruction at the professional level, as a classroom teacher, a team teacher or a remedial or special services teacher according to the setting and organizational structure of the school. The teacher will be responsible for planning, implementing and evaluating instructional activities under stated guidelines. Teaching positions are professional positions, which are responsible for providing instruction to students using professional teacher methods and techniques. This will include but not be limited to self-contained classroom teaching as well as specialized positions in one or more subject areas.

SUMMARY OF QUALIFICATIONS REQUIRED:

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

Pay Level:	11	12	13	14	15	16	17
Education:	Bachelor	BA+15	BA+30	Master	MA+15	MA+30	Earned Doctorate

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS: A Bachelor’s Degree with a minimum of 24 semester hours in Education courses is required. A minimum of 12 semester hours must be in Special Education to qualify for an elementary position. All professional educators must meet the certification standards and highly qualified teacher requirements for the position in the State where the position is located which may include certification issued by other states recognized by the State in its Teacher Certification Reciprocity Program. Emergency and provisional certificates may be accepted under the condition that they are issued by the State certification authority.

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.

SUITABILITY & CLEARANCE REQUIREMENTS: A pre-employment background 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.
- Subject to probationary period for two (2) full academic semesters, which may be extended.
- The incumbent may be required to drive a motor vehicle to conduct business at field location. A valid State driver’s license is required. Upon selection Incumbent will complete GSA Form 3607, Motor Vehicle Operator’s License and Driving Record. Incumbent must maintain 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 be available.
- Relocation Expenses WILL NOT be paid.

NOTE: Applicant’s qualifications will be evaluated solely on the information submitted by them in their applications. 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. Upon selection applicant must provide original application packet. 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.

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.

HOW TO APPLY: Submit a **complete** application packet with the following **required forms/documents:**

1. Applicants may file the Optional Application for Federal Employment-OF 612, a resume or any other written format of the applicant's choice. RESUME MUST CONTAIN: Vacancy Announcement No. and Position Title; Personal Information; Education; Work Experience (Job Title, Duties and accomplishments, Employer's name and address, supervisors name and phone number) with starting and ending dates (month and year), and hours worked per week. Application and/or resume must have original signature with current date.
2. College Transcripts are required for verification/documentation of education requirement (If selected, applicant must provide "Official" Transcripts).
3. Form BIA 4432, Verification of Indian Preference for Employment, is required if 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. Copy of Teaching Certificate
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. Form DI 3100, Employee Performance Appraisal Plan, if current Federal employee.
7. Copy of most recent SF-50B, Notification of Personnel Action, if current or former Federal employee.
8. Complete names and telephone numbers of three (3) former employers and three (3) personal references. For 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 applying.

You may fax your application to 928-283-2362, or you can mail your application to:

MAILING ADDRESS:

BIE, Tuba City Boarding School
Attention: Human Resources
P.O. Box 187
Tuba City, AZ 86045

PHYSICAL ADDRESS (for FedEx, etc.):

Tuba City Boarding School
306 Main St., Administration
Attention: Human Resources Office
Tuba City, AZ 86045

INCOMPLETE APPLICATION PACKETS WILL NOT BE CONSIDERED.

You can drop off your application at the Tuba City Boarding School Human Resources office.

For additional information or to verify receipt of your application packet call: Iva Dallas at 928-283-2330, ext. 1151

**Applicant Screening Questionnaire
Indian Children Protection Requirements**

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

Job Title: Teacher (Special Education) Announcement No: D33N19-2017-009

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