

Job Announcement Number

BIE-12481358-24-LS

Overview

Job Title Transitional Teacher (Science)	Department Department of the Interior
Agency Bureau of Indian Education	Hiring Organization Tuba City Boarding School (NOT REMOTE/TELEWORK POSITION)
Open & Closing Dates 07/18/2024 to 08/08/2024	Application Count N/A
Salary \$33.93 to \$61.05 Per Hour	Pay Scale & Grade CY-11
Locations Tuba City, Arizona	Remote Job No
Telework Eligible No	Travel Required Occasional travel - You may be expected to travel for this position.
Relocation Expenses Reimbursed No	Appointment Type Seasonal
Work Schedule Full-time	Service Excepted
Promotion Potential 14	Job Family (Series) 1701 - General Education And Training
Supervisory Status No	Security Clearance Not Required
Drug Test No	Position Sensitivity And Risk Non-sensitive (NS)/Low Risk
Trust Determination Process Suitability/Fitness	

Summary

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This position is part of the Tuba City Boarding School, Bureau of Indian Education. As a Transitional Teacher (Science) you will be responsible for serving as a classroom teacher in a BIE school on or near the Reservation. The instruction area(s) will normally be General Science in an elementary or middle school setting.

Learn More About This Agency

Marketing Message

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.

This is a SCHOOL YEAR contract position filled under P.L. 95-561 and will require a contract renewal on an annual basis.

INDIAN PREFERENCE: 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 eligibles that are not currently employed in the Federal service will be appointed under the Excepted Service Appointment Authority Schedule A, 213.3112(A)(7).

In the absence of a Qualified Indian Preference eligible, a Qualified Non-Indian applicant may be considered.

The Department of the Interior (DOI) places a high value on diversity of experience and cultural perspectives and encourages applications from all interested eligible candidates. Diversity, equity, inclusion, and accessibility (DEIA) are fundamental principles that guide the Department and allow us to successfully achieve our mission.

Marketing Link

7/16/2024 13:29 EDT

This Job Is Open To

Hiring Paths

Native Americans, The public

Hiring Paths Clarification Text

Clarification from the agency See "Who May Apply" in the "Qualifications" section for more information on who is eligible to apply for this position.

Videos

Marketing Video Link 1

N/A

Marketing Video Link 2

N/A

Duties

Duties

As a Transitional Teacher (Science) CY-1701-11, your typical work assignments may include the following under supervision:

- Prepare yearly instructional outlines and related daily lesson plans covering relevant units of study and specifying objectives, activities and evaluative methods/instruments for both group and individual instructional programs.
 - Teach students by selecting, developing, adapting and implementing appropriate instructional methods and techniques utilizing available resources to provide for academic achievement.
 - Continuously evaluate individual and group academic progress through the use of criterion-referenced tests, periodic standardized tests, oral tests, and/or other relevant evaluative methods/instruments.
 - Develop and conduct instruction within an environment that provides and promotes opportunities for the students to develop rapport, inter-relationships, self-discipline and a positive self-image.
 - Maintain control of assigned class(es) and handle discipline independently except for chronic or extreme behavior problems.
 - Supervise assigned students as scheduled, or provide for their supervision, throughout the academic day and/or activity in order to provide for the safety, health, and welfare of the students in compliance with school, Agency, and Area Guidelines.
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Requirements

Conditions Of Employment

Appointment may be subject to a suitability or fitness determination, as determined by a completed background investigation.

Must be able to obtain and maintain a background clearance.

Must show proof of enrollment for the local state's Board of Education alternative licensure/certificate program within 90 days of starting the position.

Must obtain and maintain a Teacher Certification related to the instructional area identified on this announcement within three (3) contract terms of starting the position.

Must possess and maintain valid state driver's license.

Qualifications

Who May Apply:

- Applicants with Indian Preference
- All U.S. Citizens

This position is also being advertised as a Traditional Teacher, that requires a state issued teaching license/certificate. If you would like to be considered for that vacancy announcement, please click on this link: [BIE-12481306-24-LS](#)

Qualifications: In order to qualify, you must meet the education and licensure contained in the approved job category for P.L. 95-561 described below.

Basic Education Requirement for Pay Level 11-14: Possess a Bachelor's Degree (or higher) from an accredited education institution in education or related subject.

Level 11 - Bachelor's degree from an accredited college or university AND enrolled in an approved Alternative Licensure program in the State where the position is located.

Level 14 - Master's degree from an accredited college or university AND enrolled in Alternative Licensure program in the State where the position is located.

Each State has their own alternative licensure program, applicants must complete any state mandated testing and requirements for that State in which the position is located. All Transitional Teacher appointments require provisional contract to outline the requirement to obtain full State

Teacher Certification within three full contract terms. Such appointments cannot exceed three full contract terms.

Pay Level Requirements: To qualify for a pay level, you must have completed the degree requirement and if stated the required semester hours at the next level of education from an accredited university in a related field of study.

Pay Level 11 requires a Bachelor's Degree

Pay Level 12 requires a Bachelor's Degree and fifteen graduate semester hours

Pay Level 13 requires a Bachelor's Degree and thirty graduate semester hours

Pay Level 14 requires a Master's Degree

Pay tables for Bureau of Indian Education Title 25 positions can be found at <https://www.bie.edu/topic-page/education-pay-table-archives>

Basis of Rating: All applicants for this position will be rated based upon the documentation submitted. Applications are evaluated based on extent and quality of their experience, training and/or education as reflected in the assessment questionnaire.

Applicants will be further evaluated according to the degree to which they possess to determine 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 Indian preference eligibility will be determined on the basis of information submitted.

Experience is considered for determining appropriate pay setting and refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations. Your resume must clearly describe your relevant experience to be considered.

Education

To meet the education requirements, you must submit a legible copy of transcripts from an accredited institution with your name, school name, credit hours, course level, major(s), and grade-point average or class ranking. Official transcripts are required upon selection. Web print-outs and student advisement copies are NOT acceptable.

Education must have been obtained from an accredited or pre-accredited institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications.

For further information on creditable education visit: [Accreditation: Postsecondary Education Institutions | U.S. Department of Education](#)

Foreign Education: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, visit: [Recognition of Foreign Qualifications | International Affairs Office \(ed.gov\)](#)

Additional Information

- Multiple positions may be filled from this announcement.
- All selections under an announcement must be made within 3 months from the issuance date of the certificate referral list
- A Recruitment Incentive **IS NOT** offered.
- Student Loan Repayment Program (SLRP) **WILL NOT** be authorized.
- U.S. Citizenship is required. You will be required to provide proof of U.S. Citizenship.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- The Bureau of Indian Education has determined that the duties of this position **ARE NOT** suitable for telework under any circumstances.
- Government quarters **ARE** available.
- Position is covered by Bargaining Unit/Union - Federation of Indian Service Employees, American Federation of Teachers Local 4521
- One academic year (equivalent to two academic semesters) probationary period may be required.
- Travel and Relocation expense **WILL NOT** be paid.
- Direct Deposit of pay is required.
- FLSA: Exempt

- Tour of Duty: Full Time (Seasonal)
- May require overtime work.
- **DRIVING REQUIREMENT:** Incumbent may be required, as an incidental duty, to operate a government-owned or leased motor vehicle, in the performance of duties, therefore, a valid driver's license is required. Incumbent must have a safe driving record within the three-year period immediately preceding submittal of GSA Form 3607 and be able to meet the safe driving requirements of the Bureau of Indian Education.

The Investigative Process for Public Trust Positions: Background investigations for public trust positions are conducted to gather information to determine whether applicants are reliable, trustworthy, of good conduct and character, and loyal to the U.S. The information that provided on the Questionnaire for Public Trust Positions (SF-85P) and the Declaration for Federal Employment (OF 306) may be confirmed during the investigation. The investigation may extend beyond the time covered by this form, when necessary to resolve issues. The applicant's current employer may be contacted as part of the investigation, although the applicant may have previously indicated on applications or other forms that the applicant did not want the current employer to be contacted. If the applicant has a security freeze on their consumer or credit report file, then the agency may not be able to complete the investigation, which can adversely affect the applicant's eligibility for a public trust position or the ability to obtain Federal or contract employment. To avoid such delays, the applicant must request that the consumer reporting agencies lift the freeze in these instances.

In addition to the questions on the SF-85P, inquiry also is made about the applicant's adherence to security requirements, the applicant honesty and integrity, falsification, misrepresentation, and any other behavior, activities, or associations that tend to demonstrate a person is not reliable, trustworthy, or loyal.

After a suitability /fitness determination is made, the applicant may also be subject to continuous vetting which may include periodic reinvestigations to ensure the employee is continuing suitability for employment.

Benefits Link

<https://www.usajobs.gov/Help/working-in-government/benefits/>

How You Will Be Evaluated

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Once the announcement has closed, your resume and supporting documentation will be used to determine if you meet the qualifications listed on this announcement. NO documentation can be submitted AFTER THE CLOSING DATE, applications are evaluated based on documentation submitted by the CLOSING DATE.

If you are minimally qualified, your resume and supporting documentation will be compared to your responses on the assessment questionnaire to determine your level of experience.

If you rate yourself higher than is supported by your application package, your responses may be adjusted and/or you may be excluded from consideration for this position.

If you are found to be among the top qualified candidates, you will be referred to the selecting official for employment consideration.

Your qualifications will be evaluated on the following competencies (knowledge, skills, abilities and other characteristics):

- Classroom Instruction
- Communication
- Sound Classroom Management
- Standard Based Assessment

Required Documents

Required Documents

The documents you are required to submit are:

- Resume
- Official Transcripts
- Completed online questionnaire/Assessment

If you fail to provide these documents, you will be marked as having an incomplete application package and you will not be considered any further.

For applicants claiming Indian Preference, must submit BIA Form 4432. The Indian Preference BIA Form 4432 is required and located on the Bureau of Indian Affairs Website: [Indian Preference | Indian Affairs \(bia.gov\)](#). 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**

1. Tips for Resume:

- Cover letter is optional
- Your resume may be submitted in any format and must support the specialized experience described in this announcement.
- Work experience listed must include for each position held:
 - Position Title
 - Employer address/information
 - Dates of Employment (include month/year)
 - Hours worked per week
 - Salary
 - Supervisor's Name and telephone number
 - Duties - narrative to identify duties performed, accomplishments, grades taught, etc.
- Resumes MUST NOT include a photograph, hypertext/hyperlinks, or other inappropriate material or content. Such items may result in your application removed from consideration.
- For additional information see: [What to include in your resume.](#)

2. Official or Unofficial Transcripts:

- Must submit a legible copy of transcripts from an accredited institution with your name, school name, credit hours, course level, major(s), and grade-point average or class ranking. Official transcripts are required upon selection.
- Education must have been obtained from an accredited or pre-accredited institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications.
- Transcripts can be photocopies of Official or Unofficial provided the following:
 - clearly identify school name
 - clearly identify student name
 - are legible
 - are NOT web print-outs
 - are NOT student advisement copies
 - list date degree awarded/conferred
 - list degree conferred
 - list coursework (transferred hours may requires original school transcripts to list actual courses)

Additional Optional Forms

- For current or former Federal employees, you can submit SF-50, DD-3434 or other federal agencies official "Notification of Personnel Action" equivalent (Note: SF-52 or agencies "Request for Personnel Action" is not acceptable)
 - Use to validate prior service and/or previous highest rate (NOT USED FOR QUALIFICATIONS)
- For Military Spouse Preference claims PCS orders and marriage certificate;
- For verification of Veteran status, DD-214 (which indicates character of service), SF-15, VA Letter and/or Activation/Deactivation orders
 - (NOT USED FOR QUALIFICATIONS NOR ELIGIBILITY).

Future Military Retirees*: You are required to submit a copy of your retirement DD Form 214 (Member 4 Copy) OR certification document** OR a copy of your retirement letter AND a copy of your terminal leave request (if applicable). You will be required to provide your DD Form 214 (Member 4 Copy) upon issuance.

Future Separation from the Military*: You are required to submit a copy of your most recent DD Form 214 (Member 4 Copy) OR certification document** OR a copy of your most recent active duty orders AND a copy of your terminal leave request (if applicable). You will be required to provide your DD Form 214(Member 4 Copy) upon issuance.

*Active duty military members who are selected may not be appointed unless on terminal leave or already separated from the armed forces.

** The "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days after the date the certification is submitted. The Statement of Service must be signed by, or by direction of, the adjutant, personnel officer, or commander of your unit or higher headquarters, AND the Statement of Service letter must include your rank, dates of active duty service, the Type of Discharge, Character of Service (i.e. honorable), and, if applicable, when your terminal leave will begin.

PLEASE NOTE: Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents like military orders and marriage certificates may contain personal information for other than the applicant

How To Apply

How To Apply

To apply for this position, you must complete the online application and submit the documentation specified in the Required Documents section below.

A complete application package must be submitted by 11:59 PM (EST) on 08/08/2024 to receive consideration.

- To begin, click **Apply** to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.
- To view the application questionnaire, visit: <https://apply.usastaffing.gov/ViewQuestionnaire/12481358>
- Follow the prompts to **select your résumé and/or other supporting documents** to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.
- After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and **click to continue with the application process**.
- You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.

To verify the status of your application, log into your USAJOBS account (<https://my.usajobs.gov/Account/Login>), all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>.

- If you are unable to apply online, please contact La Donna Sloan at ladonna.sloan@bie.edu or 505-250-8204 for technical assistance.

Agency Contact Information

Questions About This job

La Donna Sloan
Phone: 505-250-8204
Email: ladonna.sloan@bie.edu

Agency Information

Tuba City Boarding School
P.O. Box 187
Tuba City, AZ 86045

Next Steps

You will receive an email message acknowledging receipt of your application. Your application package will be used to determine your eligibility, qualifications, and quality ranking for this position.

If you are determined to be ineligible or not qualified, your application will receive no further consideration, and you will receive an email of this determination.

If you are determined to be qualified, but no among the highest qualified applicants, your applicant will remain on file, and you will receive an email of this determination.

If you are determined to be a qualified and referred to the selecting official for further consideration. The selecting official may reach out to you for an interview. Interviews can be done electronically, telephonically, or in person.

If you are referred to the selecting official, you will receive an email notification of selection or non-selection, once a selection has been made.

Release URL

Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/800144100>