

UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF INDIAN EDUCATION

CHEMAWA INDIAN SCHOOL 3700 Chemawa Road NE Salem, Oregon 97305



VACANCY ANNOUNCEMENT

POSITION TITLE & GRADE: Teacher (Substitute), CY-1712-03 (6 Vacancies)

POSITION INFORMATION: School Year Contract (Intermittent)

SALARY RANGE: \$25.05 per hour – (BIE Education Pay Schedule: Base Increment

only)

LOCATION: Department of Interior, Bureau of Indian Education, Seattle Education

Line Office, Chemawa Indian School, Salem Oregon

ANNOUNCEMENT NUMBER: CIS-1510 ISSUING DATE: 05/1/2015

Open Until

CLOSING DATE: Filled

CONSIDERATION AREA: Area Wide

Applications and all accompanying documents must be received by the close of business (5:00 p.m. MST) on the closing date of the 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). 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 (status or reinstateable) 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.

<u>VETERANS EMPLOYMENT OPPORTUNITIES ACT:</u> 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 Substitute Teacher provides education instruction in a classroom setting utilizing practical teaching methods and techniques to a designated group of students. Works under the supervision of a professional, maintains classroom order and carries out lesson plans in the absence of the Teacher.

SUMMARY OF QUALIFICATIONS REQUIRED:

Pay Level: 03 Base Increment Only

Education: BS Experience: None

Vacancy Announcement: CIS-1510

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor Degree required.

All Professional Teachers are required to meet State certification standards and be licensed

An emergency or provisional certification may be accepted under the condition 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. Qualifications and veteran's preference eligibility will be determined on the basis of information submitted

SUITABILITY & CLEARANCE REQUIREMENTS:

A background security 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.

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.

Position requires normal physical activity with the work, field travel and to attendance at meetings and conferences from the duty station.

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. This is a Non-Critical, Moderate Risk Position subject to a favorable adjudicated background investigation.
- Subject to probationary period for three full consecutive contract appointments <u>or</u>
 Subject to probationary period for equivalent to two (2) academic semesters, which may be extended
- 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.
- 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 is paid.

BENEFITS: Not covered

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 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 tele-faxed applications. Applicant's qualifications will be evaluated solely on the information submitted by them in their 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.

<u>HOW TO APPLY:</u> Applicants may file a resume/application. The resume/application must include Vacancy Announcement No., Job Title, Duties and accomplishments, Employer's name and address, supervisors name and phone number, starting and ending dates (month and year), hours per week, and salary to ensure optimum consideration. The following forms listed with an * must be submitted in order to be considered for the position.

- *Applicants may file a resume or any other written format of the applicant's choice. MUST CONTAIN: Vacancy Announcement No., Job Title, Duties and accomplishments, Employer's name and address, supervisors name and phone number, starting and ending dates (month and year), hours per week, and salary. Application or resume must have a signature with a current date.
- *College Transcript copies are required for verification/documentation if credits are used for pay increments.(If selected, applicant must provide Official College Transcripts)
- 3. Copy of most recent **SF-50**, Notification of Personnel Action, current or former Federal employees.
- 4. *Copy of valid State Teaching License required to be submitted with application to qualify.
- 5. Form **BIA 3100**, Employee Performance Appraisal Plan
- 6. *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**.
- 7. *OF-306 Declaration of Federal Employment (form available on www.opm.gov)
- 8. **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.
- 9. Complete names and telephone numbers of three (3) former employers and three (3) personal references. <u>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.</u>

SCHOOL MAILING ADDRESS:

Fax Applications to (503) 399-5870

TELEPHONE: 503-399-5721 x1224

Attn:

Bureau of Indian Education Chemawa Indian School Human Resources Office 3700 Chemawa Road NE Salem, Oregon 97305-1199

FOR ADDITIONAL INFORMATION:

CONTACT: Sarah Thies Sarah.Thies@bie.edu

Vacancy Announcement: CIS-1510

Applicant Screening Questionnaire Indian Children Protection Requirements

Name:		Social Security Nu	Social Security Number:	
	(Please print)	·		
Job Title:	Substitute Teacher	Announcement No:	<u>CIS-1510</u>	
		Notification Requirements		
§ 13041), real a receipt o	equires that employme	Act of 1990, Public Law 101-647 (coon nt applications for Federal child care all record check will be conducted a llowing:	positions have applicants sign	
Have yo	u ever been arrested fo	or or charged with a crime involving a	child?	
	arrest(s) or	" provide the date, explanation of the violation, disposition of the or charge(s), place of occurrence, and the name and address of the epartment or court involved.]		
	No			
Code § 320 the Department	7), requires a criminal	Indian Legislation, Public Law 101-63 history records check as a condition olve regular contact with or control or	of employment for positions in	
contest) under Fe	or guilty to, any felon ederal, State, or tribal ion, contact or prostitu	, found guilty of, or entered a plea nious offense, or any of two or more law involving crimes of violence; sex ution; crimes against persons; or offe	e misdemeanor offenses rual assault, molestation,	
	arrest(s) or	rovide the date, explanation of the charge(s), place of occurrence, and rtment or court involved.]		
	No			
punishable check will b any crimina	by fine or imprisonme be conducted and is a call history report made	above questions is made under Fede ent, and that I have received notice condition of employment. I understate a available to the Bureau of Indian deteness of any information contained	that a criminal history records nd my right to obtain a copy of a Education and my rights to	
Applicant's	Signature	 Date		