

SUMMARY OF QUALIFICATIONS REQUIRED: Refer to BIE Education Position Categories and Qualifications Handbook for additional qualification requirements and substitutions for education. Applicants *must meet* the qualification requirements contained in the BIE Education Position Category.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS

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

Pay Level:	11	12	13	14	15	16	17
	BA/BS	B+15	B+30	Masters	M+15	M+30	Doctorate (earned)

Applicants will have successfully completed a full course of study in an accredited college or university leading to a bachelor's or higher degree which includes or is supplemented by a minimum 24 semester hours in education, counseling, or psychology, of which 12 semester hours will be in guidance, counseling or psychology courses directly related to education.

PROFICIENCY REQUIREMENTS:

Qualifying experience will be in school administration, teaching, counseling, residential programs or professional education experience.

PHYSICAL REQUIREMENTS:

Good distant vision in one eye and ability to read without strain printed material the size of Type written 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: 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.

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 3 years, 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 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 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. 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.

HOW TO APPLY: 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.

1. *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.
2. *College Transcript is required for verification/documentation (If selected, applicant must provide Official College Transcripts)
3. Form BIA 3100, Employee Performance Appraisal Plan (if applicable)
4. 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.
5. OF-306 Declaration of Federal Employment (form available at www.opm.gov)
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.
8. *Form GSA 3607, Motor Vehicle Operator's License and Driving Record, available at <http://www.usa-federal-forms.com/gsa-gsa.html> **(USE NONFILLABLE PDF VERSION)**.
9. *Complete names and telephone numbers of three (3) former employers 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.

SCHOOL MAILING ADDRESS:
Attn: Chemawa Indian School/HR
 3700 Chemawa Road NE
 Salem, Oregon 97305

FAX APPLICATIONS TO: (503) 399-5870

FOR ADDITIONAL INFORMATION:
CONTACT: Sarah Thies

TELEPHONE: (503) 399-5721 x1224

**Applicant Screening Questionnaire
Indian Children Protection Requirements**

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

Job Title: Homeliving Specialist Announcement No: CIS-1708

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 Bureau of Indian Education and my rights to challenge the accuracy and completeness of any information contained in the report.

Applicant's Signature

Date