



United States Department of the Interior
Bureau of Indian Education
Sky City Community School
P.O. Box 349
44 Pinsbaari Drive
Pueblo of Acoma, New Mexico 87034



READVERTISEMENT - AMENDED

POSITION TITLE/GRADE: Teacher (Librarian), CY-1710

POSITION INFORMATION: School Year Contract – Full Time

SALARY RANGE: \$198.52-\$388.59 Per Day (BIE Teacher/Homeliving Specialist Pay Scale: based on education & experience)

LOCATION: Department of Interior, Bureau of Indian Education, New Mexico South Line Office, Sky City Community School, Pueblo of Acoma, New Mexico

ANNOUNCEMENT #: SCCS-11-100

OPENING DATE: June 07, 2011

CLOSING DATE: Open Continuous

CONSIDERATION AREA: Bureau-Wide

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. E-mailed application/resumes will NOT be accepted.

For VERIFICATION of our receipt of your application/resume, please contact:
Business Technician at (505) 552-6671 Ext. 203

INDIAN PREFERENCE POLICY: Preference in filling this vacancy 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). Concurrent consideration may be given to handicapped eligibles, disabled veterans, and reinstatement and transfer eligibles.

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 is granting reasonable accommodation will be on a case-by-case basis.

VETERANS EMPLOYMENT OPPORTUNITIES 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 incumbent will provide instruction at the professional level as a Teacher (Librarian) according to the setting and organizational structure of the school. He/she will be responsible for planning, implementing and evaluating instructional activities under stated guidelines. Work primarily requires professional knowledge of the theories, principles, and techniques of a librarian. A requirement of this position will be knowledgeable of literature resources and familiar with the collection, organization, preservation and retrieval of recorded information in printed, written, audio-visual, film, and video, near printed methods, magnetic type or other media. Library functions will include one or more of the following: selection, acquisition, cataloging and classification of materials, bibliographic and reader's advisory services, reference and literature searching services,

library management and systems planning, or the development and strengthening of library service. Some positions may involve work in connection with the development of information retrieval systems and networking library with local, regional and state library resources. Teacher (Librarian) will provide library/ media instruction to students in K-8th grade. Librarian will work closely with teachers to promote literacy skills.

SUMMARY OF QUALIFICATION REQUIRED: A Bachelor's Degree in Education or equivalent degree meets basic requirements for the position.

BASIC EDUCATION & EXPERIENCE REQUIREMENTS: Placement in the appropriate pay level is based exclusively on education level as follows:

Pay Level:	11	12	13	14	15	16
Education:	BA/BS	B+15	B+30	Masters	M+15	M+30

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 Elementary Education to qualify for an elementary position. Teacher /librarian must have a minimum of 12 semester hours of library science in addition to the required Education coursework. All professional educators must meet the certification standards for the position in the State of New Mexico. A current New Mexico Teacher's License is required.

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.

PHYSICAL REQUIREMENTS:

Good distant vision in one eye and ability to read without strain, printed materials 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 an arm, hand, leg, or a foot will not disqualify an applicant by use of satisfactory prosthesis. In addition, applicants must have emotional and mental stability.

SUITABILITY & CLEARANCE REQUIREMENTS:

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 fax vacancy announcements **BUT WILL NOT accept 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.

OTHER REQUIREMENTS/SPECIAL REFERENCE:

- 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.
- Must be a U.S. citizen to qualify for this position.
- 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.

- Subject to probationary period for three (3) full consecutive contract appointments on any new appointee or one (18) calendar months for a current employee who is appointed/promoted as a result of selection for this position.
- Government Housing IS NOT available.
- Relocation Expenses WILL NOT be paid.

HOW TO APPLY:

It is to your advantage to request and read the OF-612 brochure (Applying for a Federal Job), which contains guidance on the information that **must be** included in your narrative application or resume to ensure your optimum consideration. The following forms must be submitted in order to have a complete application:

1. Applicants may file using an OF-612, Application for Employment or resume. In addition to the OF-612, applications, resumes or other written formats **MUST** contain Job Announcement Number, Education, Work Experience (Position Title, Employment Dates (Mth/Yr), Salary); and Current Supervisor's name and telephone number. Also include information on other job qualifications and references. Application or resume must have original signature and current date, available at <http://www.opm.gov/forms/html/of.asp>
2. BIA Form 4432, Verification of Indian Preference 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.
3. Copies of Official college transcripts are required for verification/documentation. (If selected, applicant must provide official college transcripts).
4. Form BIA 3100, Employee Performance Appraisal Plan (if former Government Employee)
5. Copy of New Mexico Teaching Certification in Elementary Education.
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. DI-1935, Background Survey Questionnaire, listed in announcement, submission is voluntary and not a required form, available at <http://www.doi.gov/diversity/di1935.htm>
9. Provide your work / home phone number when requesting information and / or when leaving a message for information.
10. All male applicants born after December 31, 1959, will be required to complete a certification document to confirm their selective service status.
11. Complete names and telephone numbers of five (5) former employers and three (3) 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 are applying.
12. Form GSA 3607, Motor Vehicle Operator's License & Driving Record, available at <http://www.usafederal-forms.com/gsa-gsa.html>.

MAIL APPLICATIONS TO: Bureau of Indian Education/NM South/Sky City Community School
P.O. Box 349
Pueblo of Acoma, New Mexico 87034

FOR ADDITIONAL INFORMATION:

CONTACT: Pauline Villegas, Principal

TELEPHONE: (505) 552-6671 Ext. 202