



**United States Department of the Interior**  
**BUREAU OF INDIAN EDUCATION**  
**New Mexico Navajo North**  
**Sanostee Day School**  
P.O. Box 159  
Sanostee, New Mexico 87461  
Phone: (505) 723-2476 Fax: (505) 723-2425



## VACANCY ANNOUNCEMENT

**POSITION TITLE & GRADE:** TEACHER (ELEMENTARY)

**POSITION INFORMATION:** School Year Contract, Full Time

**PAY LEVEL & SALARY RANGE:** CY, Level 11-17  
**\$198.52 - \$403.79 per day**  
(This position will be filled by contract under P.L. 95-561.)

**LOCATION:** BIE, Sanostee Day School, Sanostee, NM

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**ANNOUNCEMENT NUMBER:** [D32N09 2301](#)      **OPENING DATE:** [May 29, 2012](#)

**CONSIDERATION AREA:** Area Wide      **CLOSING DATE:** [Open Until Filled](#)

**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.**

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**INDIAN PREFERENCE POLICY:** Preference in filling vacancies is given to qualified Indian applicants in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472), **Form BIA 4432** "Verification of Indian Preference for Employment in the Bureau of Indian Affairs and Indian Health Services Only" must accompany the application for this position. Applicants claiming Indian Preference, who do not attach valid verification of Indian Preference for employment will be treated as non-applicants. In the absence of qualified Indian applicants, all qualified applicants not entitled to or who fail to claim Indian Preference will receive consideration.

**EQUAL OPPORTUNITY EMPLOYER:** Within the scope of Indian Preference, all candidates will receive consideration without regard to race, color, sex, religion, national origin, or other non-merit factors.

**REASONABLE ACCOMODATION LANGUAGE:** These schools provide reasonable accommodation to applicants with disabilities. If you need 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 three years or more of continuous active service may apply.

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### **STATEMENT OF DUTIES:**

The teacher will utilize a professional knowledge of education in performing duties in the field of elementary education. She/he will be responsible for planning, implementing and evaluating instructional activities under stated guidelines, standards and benchmarks as a classroom teacher, as a team teacher, or as remedial or special services teacher according to the setting and organizational structure of the school. She/he will organize and select materials suited for students assigned to the classroom; will be responsible for management of class activities; and will maintain student records and prepare regular reports on student progress. The Teacher will also participate in school communities and improvement teams, and meetings involving other staff, community members and parents. Sanostee Day School

provides educational services to children in kindergarten through 3<sup>rd</sup> grade. The individual selected will be required, as an incidental duty, to operate a government-owned vehicle in the performance of his/her duties.

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

<b>Pay Level:</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>Education:</b>	<b>BA/BS</b>	<b>BA+15</b>	<b>BA+30</b>	<b>Masters</b>	<b>MA+15</b>	<b>MA+30</b>	<b>Doctorate Earned</b>

*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. Professional educators must meet the New Mexico certification standards for this position.*

**HOW TO APPLY:** It is your advantage to read the "HOW TO APPLY" section of the OF-612, Application for Federal Employment, 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 (**preferably in the following order**).

1. Applicants may file using an OF-612, Application for Federal Employment, a resume or any other written format of the applicant's choice. In addition to the OF-612, application, resume or other written formats **MUST CONTAIN:** Job Announcement Number; Education; Work Experience (Position Title, Employment Dates (Month/Year), Salary; and 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. Copy of College Transcript is required for verification/documentation (If selected, applicant must provide Official College Transcripts)
3. New Mexico Teaching Certificate in Elementary Education.
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. Copy of most recent SF-50, Notification of Personnel Action, current or former Federal employees.
6. 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.
7. 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>
8. Form GSA 3607, Motor Vehicle Operator's License and Driving Record, available at <http://www.usa-federal-forms.com/gsa-gsa.html> (**USE REFILLABLE PDF VERSION**).
9. Complete names and telephone numbers of three (3) former employers and three (3) personal references. List of 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 are applying.

**NOTE: Persons submitting incomplete applications will be given credit 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 Preferences, 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 **AND** 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. Emailed applications/resumes will not be accepted.**

**MAILING ADDRESS:**

BIE, Sanostee Day School  
P.O. Box 159  
Sanostee, NM 87461

**FAX APPLICATIONS TO:**

(505) 723-2425

**FOR ADDITIONAL INFORMATION:**

Contact: Principal

**SCHOOL TELEPHONE NUMBER:**

(505) 723-2476

**OTHER REQUIREMENT 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.
- 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 both after December 31, 1959, will be required to complete the certification document to confirm their selective service status.
- An 18-month probationary period will be imposed on any new appointee.
- You must be a U.S. citizen to qualify for this position.
- Government housing may be available.
- Relocation Expenses WILL NOT be paid.

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**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 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 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.

**Applicant Screening Questionnaire  
Indian Children Protection Requirements**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
(please print)

Job Title: TEACHER (ELEMENTARY) Announcement No: D32N09 2301

**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.

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Applicant's Signature Date