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VACANCY ANNOUNCEMENT

POSITION TITLE/PAY PLAN/SERIES: Program Specialist
CY-0301(School Year)

ANNOUNCEMENT NUMBER: CIS-1215

PAY LEVEL: 05 **SALARY RANGE:** \$29.00-37.70/per hour
Pay based on education and experience

BENEFITS: *Federal Employees Life Insurance – Agency pays 1/3 cost*
Federal Employees Retirement System (FERS) & Thrift Savings Plan
Federal Employees Health Benefit Program – Agency pays 2/3 cost
Paid Sick Leave
Paid Vacation Leave

DUTY LOCATION: Department of Interior, Bureau of Indian Education, Seattle
Education Line Office, (Duty Station: Chemawa Indian High School, Salem, Oregon)

OPEN / CLOSE PERIOD: **May 9, 2012 – Open Until Filled**

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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. Consideration will be given to Non-Indian applicants in the absence of qualified Indian Preference eligible.

EQUAL EMPLOYMENT EMPLOYER: Within the scope of Indian Preference, all candidates will receive consideration without regards to race, color, sex, religion, and 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.

THE SENSITIVITY LEVEL OF THIS POSITION IS NON-CRITICAL SENSITIVE; EMPLOYMENT IS SUBJECT TO BACKGROUND INVESTIGATION CLEARANCE PROCEDURES.

STATEMENT OF DUTIES:

This position is responsible to work with the assistant principal to implement a school-wide plan to improve the literacy achievement of all students in the school that includes professional development, modeling and observing classroom instruction, and providing feedback to teachers.

Oversees literacy program in the school and serves as the liaison between administration and staff on matters related to literacy.

Organizes and conducts literacy professional development in accordance with school improvement plans.

Serves as primary contact with outside literacy consultants.

Research and provide content knowledge and resources to staff about learning and teaching literacy – including teaching strategies, assessment techniques (reading and writing skills) and interpretation of assessment results.

Models literacy lessons and effective teaching strategies for teachers. Is available for co-teaching lessons as needed.

QUALIFICATION REQUIREMENTS:

Pay Level 04: Bachelor's Degree and one year of related experience.

Pay Level 05: Bachelor's Degree and two years of related experience.

CONDITION OF EMPLOYMENT:

The position requires operation of a motor vehicle in performance of work, a valid state driver license is a prerequisite and must be maintained as a condition of employment; and failure to do so may result in removal from position.

Qualifying experience is teaching experience, or other professional education experience related to the position. One year of successful experience equivalent to the next lower level of difficulty is required for advancement to each level above level 04.

BASIS OF RATING:

All applicants for this position will be rated and ranked based on education level. 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 present the in a neat and orderly fashion. Qualifications and veterans and Indian preference eligibility will be determined on the basis of the 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; 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.

HOW TO APPLY:

The following applicable forms must be submitted (*preferably in this order*) to have a complete packet:

1. **Resume:** MUST contain: E-Mail address, Job Announcement Number, Education, Work Experience (Position Title, Employment Dates, and Salary), Supervisor's name and telephone number. Resume must have original signature and current date.
2. **Complete name, address and telephone numbers of three 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 for.
3. **Applicant Screening Questionnaire,** Indian Child Protection Requirement Form must contain original signature and date. This position is covered by P.L. 101-647, Indian Child Protection Requirements, and persons convicted of crimes enumerated in the law are not eligible for this position. Contact the office below to receive this form.
4. **Copy (front and back) of Official College Transcripts.**
5. **Declaration for Federal Employment (OF 306).**
Form is available at http://www.opm.gov/forms/pdf_fill/of0306.pdf
6. **BIA Form 5-4432, 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. **Copy of most recent SF-50 "Notification of Personnel Action"** (if you are a current or former Federal Employee)

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.
- Government Housing is not available
- Relocation expenses will not be paid
- Subject to probationary period of eighteen calendar months, this may be extended.
- All Male applicants born after December 31, 1959, will be required to complete the certification document to confirm their selective service status.
- Position will be filled by contract under PL. 95-561

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 mailed using Government postage and/or envelopes are in violation of OPM and Postal Regulations and will not be considered. E-mail applications/resumes will not be accepted.

MAILING ADDRESS:

Chemawa Indian High School
Attention: Human Resource Office
3700 Chemawa Rd. NE
Salem, OR. 97305-1199

FOR ADDITIONAL INFORMATION:

CONTACT: (503) 399-5721 extension 224