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VACANCY ANNOUNCEMENT

POSITION TITLE/PAY PLAN/SERIES: School Counselor CY-1710

ANNOUNCEMENT NUMBER: CIS-1213

PAY LEVEL 21-24 **SALARY RANGE:** \$230.80-419.30/per day
Computed from the BIE schedule on basis of education and experience, will be modified according to the school calendar

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: **April 3, 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:

Provides direct teacher instructions to students on self-advocacy such as participation and decision making in the IEP process, determining school classes and / or activities, preparation for adult living skills, understanding transfer of rights at 18, etc. Makes sure the required high school studies plan is in place. Coordinates transition into high school, working with high school staff in that process. Follow up to determine where students are actually enrolled for high school.

Provide technical assistant and consultation for special education teachers, parents, counselors and others focused on integrating developmental transition activities, classroom curriculum and school-wide functions.

Attends all IEP meetings held for students 13 (IEP during which a student will turn 14) or older to ensure compliance with all transition requirements.

Work with students / parents / teachers to ensure full understanding and implementation of transition planning including requirements under IDEA.

Promotes student self-advocacy and ensures that each student and their parent(s) / guardian understand the transfer of rights from parents to student.

Work directly with students toward the development of self-advocacy and the ability to make life choices within the transition process. This may be an individual student activity, working with groups of students or structured within a classroom situation.

LEVEL OF RESPONSIBILITY

Incumbent must have knowledge of various principles and techniques of individual and group counseling in personal, social, academic and vocational areas including crisis counseling and intervention techniques. Knowledge of tests and measurement including their interpretations.

Incumbent must have knowledge of and ability to use case studies for professional evaluations and interventions.

Knowledge of community resources and techniques in planning and conducting in-service training.

Must be computer literate and possess the ability to generate reports in a database or spreadsheet to track student progress.

Knowledge of and assists with graduation requirements for all students and have any special provisions (if appropriate) for students with disabilities. This would include alternate ways to acquire credits needed for graduation.

Identifies and develops job placements within the local business community, the tribe, and / or with other options available.

QUALIFICATION REQUIREMENTS:

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

Pay Level:	21	22	23	24
Education:	MA	M+15	M+30	Earned Doctorate

Applicant will have successfully completed a full course of study in an accredited college or university leading to a master’s degree in guidance & counseling or counseling psychology or closely related field.

All professional educators must meet the certification standards for the state of Oregon.

An emergency or provisional certification may be accepted under the condition they are issued by the State Certification authority.

CONDITIONS OF EMPLOYMENT:

State Driver’s license must be maintained as a condition of employment; failure to do so may result in removal from the position.

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.

OTHER REQUIREMENTS REFERENCE:

- You must be a U.S. citizen to qualify.
- Subject to a probationary period up to three full consecutive years.
- All male applicants born after December 31, 1959, will be required to complete the certification document confirming their selective service status.
- Government housing IS NOT available.
- Relocation expenses WILL NOT be paid

HOW TO APPLY:

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

1. **Resume:** MUST contain an E-mail address, Job Announcement Number, Education, Work Experience to include Position Title, Dates, Salary, and Supervisor 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. **Declaration for Federal Employment (OF 306).**
Form is available at http://www.opm.gov/forms/pdf_fill/of0306.pdf
5. **Official College Transcripts and State Certification.**
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)

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