



## United States Department of the Interior

BUREAU OF INDIAN EDUCATION  
ARIZONA NORTH  
KEAMS CANYON ELEMENTARY SCHOOL  
P.O. BOX 397  
KEAMS CANYON, ARIZONA 86034



## VACANCY ANNOUNCEMENT

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**POSITION TITLE & GRADE:** Education Technician (Special Education), CY-1702, Level 02 (1 position)

**POSITION INFORMATION:** SCHOOL YEAR CONTRACT

**SALARY RANGE:** \$ \$17.18PH - \$24.40 PH

**LOCATION:** Department of Interior, Indian Affairs, Bureau of Indian Education, Arizona North, Keams Canyon Elementary School, Keams Canyon, Arizona

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**ANNOUNCEMENT NUMBER:** KCES-14-02 **OPENING DATE:** 06/23/2014

**AREA OF CONSIDERATION:** BUREAU-WIDE **CLOSING DATE:** 07/07/2014

Applications and all accompanying documents must be received by the close of business (4:00 p.m. MST) on the closing date of the announcement.

For VERIFICATION of our receipt of your application-resume, please contact Darlene Begay at (928) 738-2385.

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**INDIAN PREFERENCE:** 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. Indian preference eligible that are not currently employed in the Federal Service will be appointed under the Excepted Service Appointment Authority (Schedule A).

**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 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.

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**STATEMENT OF DUTIES:** The Education Technician, at the Level 02, is a paraprofessional position. The incumbent will work under the direction of the Principal/Special Education Teacher, who will give close supervision and technical assistance on an ongoing basis. The Education Technician performs work involved in providing one-on-one services for eligible student, assisting with classroom management, providing assistance to classroom instruction. Will perform and follow student IEP services and need on a daily, weekly, monthly basis.

**BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:** **EDUCATION** – Level 02: Associates (or higher) Degree or completed 60 hours of study from an institution of higher education, plus 1 year of experience. A minimum of 12 semester hours must be in Special Education to qualify for this position.

Experience should be in the same line of work or one which is basically similar to the education position the employee is being placed in.

**SUBSTITUTION:** A Bachelor's Degree in Education or equivalent degree meets basic requirements for this position. A minimum of 12 semester hours must be in Special Education to qualify for this position.

**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 the applicant's advantage to give complete and thorough responses and to present information in a neat and orderly fashion.

**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.

**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.

**OTHER REQUIREMENTS/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 of Federal Government, OF-306. This is a Non-Critical, Moderate Risk Position subject to a favorable adjudicated background investigation.
- Subject to probationary period for 18 calendar months, which maybe extended.
- Government housing IS NOT available.
- Relocation expense WILL NOT be paid.
- All male applicants born after December 31, 1959, will be required to complete the certification document to confirm their selective service status.
- This position will be filled by contact under P.L. 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 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. E-mailed applications/resumes will NOT be accepted.

**HOW TO APPLY:** It is to your advantage to request and read the OF-510 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:  
APPLICANTS' QUALIFICATIONS WILL BE EVALUATED SOLELY ON THE INFORMATION SUBMITTED.**

1. Applicants may file a resume or any other written format of the applicant's choice. MUST CONTAIN: Vacancy Announcement Number, Education; Work experience to include Position Title, Dates, Salary and Current Supervisor's Telephone Number and other qualifications and references. Application or Resumes must have original signature and current date.
2. Copy of Arizona State Certification if applicable
3. Copy of College transcripts is required for verification/documentation (If selected, applicant must provide Official College Transcripts)
4. Form BIA-3100, Employee Performance Appraisal Plan

5. 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.
6. Copy of most current 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. Complete names and telephone numbers of (3) three former employers and (3) 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.

**SCHOOL MAILING ADDRESS:**

Bureau of Indian Education  
Keams Canyon Elementary School  
ATTN: Darlene Begay  
P.O. Box 397  
Keams Canyon, Arizona 86034.

**Fax Applications to (928) 738-5519**

**FOR ADDITIONAL INFORMATION:**

CONTACT: Darlene Begay

**TELEPHONE: (928) 738-2385/2395**