



UNITED STATES DEPARTMENT OF THE INTERIOR
 BUREAU OF INDIAN EDUCATION
MANY FARMS HIGH SCHOOL
 P.O. Box 307
 Many Farms, Arizona 86538



VACANCY ANNOUNCEMENT

POSITION TITLE & GRADE: School Counselor (Special Education), Pay Level 21-24
POSITION INFORMATION: School Year Contract (Full-Time Seasonal)
SALARY RANGE: \$256.26 to \$467.84 Per Day
 (Teacher/Home Living Specialist Pay Schedule)
LOCATION: Department of Interior, Bureau of Indian Education, AZ Navajo Central,
Many Farms High School, Many Farms, AZ

ANNOUNCEMENT NUMBER: MFHS-1819-010 **ISSUING DATE:** 10/09/2018
CLOSING DATE: 09/27/2019

The Bureau of Indian Education's mission is to provide quality education opportunities from early childhood through life in accordance with the tribes' needs for cultural and economic well-being and in keeping with the wide diversity of Indian tribes and Alaska Native villages as distinct cultural and governmental entities.

JOIN US AS WE INSPIRE THE NEXT GENERATION!

DESCRIPTION OF WORK: The **School Counselor (Special Education)** will be responsible for providing professional counseling services to students with disabilities at **Many Farms High School**. He/She will advise and assist students in improving grades and performance; and, in solving adjustment and personal problems. The **School Counselor (SpEd)** will provide test and measurement services to the school, will be a resource person for teachers, other school staff; and, will work with parents as needed. Counseling records will be maintained on students and will be protected according to the Right to Privacy Act. The **School Counselor (SpEd)** will be required to work with individuals and small groups of students in carrying out duties.

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.

EQUAL OPPORTUNITY EMPLOYER: Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, age, 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.

LEVEL OF RESPONSIBILITY: The **School Counselor (Special Education)** is the professional educator responsible for an academic, social and/or personal counseling program at **Many Farms High School**, and may have to work with residential students after school.

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

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

Applicant will have successfully completed a full course of study in an accredited college or university leading to a **Masters Degree** in guidance & counseling, or counseling psychology or closely related field. Applicants must qualify for state certification in the state of Arizona. Emergency and provisional certification may be accepted under the conditions imposed by the

Arizona Department of Education.

PHYSICAL REQUIREMENTS: Good distant vision in one eye and ability to read without strain, printed material the size of typewritten characters are required, glasses are 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.

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 their Resume. 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.

SPECIAL REFERENCE:

- You must be a U.S. citizen to qualify for this position.
- Applicant is subject to a favorable background investigation. This is a Non-Critical, Moderate Risk Position subject to a favorable adjudicated background investigation.
- Subject to probationary period for the equivalent of two (2) academic semesters, which may be extended.
- Physical Examination is required within 90 days of appointment.
- All male applicants born after December 31, 1959, will be required to complete the certification document to confirm their selective service status.
- Government Housing IS available.
- Relocation Expenses **WILL NOT** be paid.

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 Indian Preference, education, training and/or experience. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

HOW TO APPLY: Applicants must file a resume. The Resume must include Vacancy Announcement No., Job Title, Duties and accomplishments, Employer's name and address, supervisors name and phone number, starting and ending dates (month and year), hours per week, and salary to ensure optimum consideration. The following forms listed with an * must be submitted in order to be considered for the position.

1. *Resume **MUST CONTAIN:** In addition to the above information, must have complete names and telephone numbers of **Employer References** (must be within the past 5 years) 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 applying
2. *College Transcripts is required for verification/documentation and for pay purposes (If selected, applicant must provide Official College Transcripts, if applicable).
3. *Copy of valid **Guidance Counselor Certificate** from the state of Arizona.
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. Form GSA 3607, Motor Vehicle Operator's License and Driving Record, available at: <https://www.gsa.gov/portal/forms/download/117026> , **(USE NONFILLABLE PDF VERSION)**.

Optional during the application process; however, selectees will be required to submit as part of the pre-appointment process

Applications become part of the official record and will not be duplicated or returned. This office will 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 be accepted.

SCHOOL MAILING ADDRESS:

MANY FARMS HIGH SCHOOL
Human Resources Office
Attn: LaVerne Deschner-Dillon
P.O. Box 307
Many Farms, AZ 86538

FAX APPLICATIONS TO:

(928) 781-6355

FOR ADDITIONAL INFORMATION:

CONTACT: LaVerne Deschner-Dillon

TELEPHONE: (928) 781-6231

(928) 781-6226, ext. 5204

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.

**For VERIFICATION of our receipt of your application-resume, please contact:
LaVerne Deschner-Dillon at (928) 781-6231 or by email at: laver.deschnerdillon@bie.edu**

**Applicant Screening Questionnaire
Indian Children Protection Requirements**

Name: _____ Social Security Number: _____
(please print)

Job Title: School Counselor (Special Education) **Announcement No:** MFHS-1819-010

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.

Applicant's Signature

Date