



# United States Department of the Interior

BUREAU OF INDIAN EDUCATION

Crownpoint Community School

P.O. Box 178

Crownpoint, New Mexico 87313

## VACANCY ANNOUNCEMENT

---

**POSITION TITLE & GRADE:** Residential Life Manager  
CY-1702, Level 2 (1 Position)

**POSITION INFORMATION:** School Year Contract

**SALARY RANGE:** \$18.52 to \$26.32 per hour  
(BIE Education Pay Schedule is based on education & experience)

**LOCATION:** Department of the Interior, Bureau of Indian Education (BIE), Crownpoint Community School, Crownpoint, NM

---

**ANNOUNCEMENT NUMBER:** 19D34N23-060

**ISSUING DATE:** 5/06/2019

**CONSIDERATION AREA:** Bureau Wide

**CLOSING DATE:** 5/24/2019

**Applications and all accompanying documents must be received by close of business (4:30 p.m. MST) on the closing date of the announcement.**

---

**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). Form BIA-4432 MUST be submitted with the application if claiming Indian Preference. Indian preference eligibles that are not currently employed in the Federal service will be appointed under the Excepted Service Appointment Authority (Schedule A). Consideration will be given to Non-Indian applicants (status or reinstatable) in the absence of qualified Indian Preference eligible.

**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 ACCOMODATION 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.

**VETERANS EMPLOYMENT OPPORUNITIES ACT:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

---

**DESCRIPTION OF WORK:** The incumbent directly supervise Home Living Program and/or assist in the day to day supervision, counseling, health and welfare of student residing in the dormitory. Plan and manage a well-balanced residential life program for students who reside in a Bureau of Indian Education dormitory on a 24 hour basis (5 days). Responsible for planning and supervising the operations of residential life programs, including the health, security and safety of students.

**BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:**

Level 02 – Obtained an Associates Degree (or higher) in applicable discipline from an accredited institution of higher education, OR completed 60 semester hours of study in applicable discipline from an accredited institution of higher education. Plus 1 year of residential life/homeliving related work.

**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, 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.

The position requires normal physical activity with the work, field travel, and to attendance at meetings and conferences from the duty station.

**SUITABILITY & CLEARANCE REQUIREMENTS:** Appointment is subject to the favorable adjudication of a background security investigation. Failure to meet these requirements will be grounds for termination.

**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 for Federal Employment, OF-306. This is a Non-Critical, Moderate Risk Position subject to a favorable adjudicated background investigation.
- Subject to probationary period for equivalent to two (2) academic semesters, which may be extended.
- 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 born after December 31, 1959, will be required to complete the certification document to confirm their selective service status.
- Government Housing may or may not be available.
- Relocation Expenses WILL NOT be paid.

**NOTE: 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.**

**Applications become part of the official record and will not be duplicated or returned. Applicant's qualifications will be evaluated solely on the information submitted by them in their applications. Applications will not be considered if required documentation is not provided. 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:** Applicants may file a resume/application. The resume/application 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. \*Applicants may file a resume or any other written format of the applicant's choice. MUST CONTAIN: 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. Application or resume must have a signature with a current date.
2. \*College Transcript is required for verification/documentation (If selected, applicant must provide Official College Transcripts).
3. \*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.
4. \*OF-306 Declaration of Federal Employment (form available on [www.opm.gov](http://www.opm.gov)).
5. \*Form GSA 3607, Motor Vehicle Operator's License and Driving Record, available at <http://www.usa-federal-forms.com/gsa-gsa.html> (USE NONFILLABLE PDF VERSION).
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 DI 3100, Employee Performance Appraisal Plan.
8. Copy of most recent SF-50, Notification of Personnel Action, current or former Federal employees.
9. Complete names and telephone numbers of three (3) former employers and three (3) personal references. List 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 applying.

**You may fax your application to 505-786-6163, or you can mail your application to:**

**MAILING ADDRESS:**

Crownpoint Community School  
Attention: Human Resources  
P.O. Box 178  
Crownpoint, NM 87313

**PHYSICAL ADDRESS (for FedEx, etc.):**

Crownpoint Community School  
Attention: Human Resources Office  
Hwy 371, Navajo Rt 9, Bldg 1771  
Crownpoint, New Mexico 87313

**For information regarding this position, call:** Derryl Long at 505-786-6159

**To verify receipt of your application/resume, call:** Derryl Long, 505-786-6159

**Applicant Screening Questionnaire  
Indian Children Protection Requirements**

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

Job Title: Residential Life Manager Announcement No: 19D34N23-060

**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 Office of Indian Education Programs and my rights to challenge the accuracy and completeness of any information contained in the report.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date