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!

STATEMENT OF DUTIES:
The incumbent performs duties, on a paraprofessional level in support of professional educators. Responsibilities may include: (1) providing one-on-one tutoring; (2) assisting with classroom management and discipline procedures; (3) providing assistance in a computer/media center directly related to special education activities; (4) assisting in implementing the child's IEP goals and monitors progress; (5) assisting students with teacher lessons providing individualized attention, to reinforce learning concepts; (6) attends to the physical needs of students with disabilities, including moving students, assisting in feeding, toileting and other basic personal care activities; and/or (7) assisting during lunch, playground, and bus duty, providing escort and assistance as necessary. The Education Technician performs the above tasks under the direction of professional teaching staff.

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.

SUMMARY OF QUALIFICATIONS REQUIRED: Refer to BIE Education Position Categories and Qualifications Handbook for additional qualification requirements and substitutions for education. Applicants must meet the qualification requirements contained in the BIE Education Position Category.
BASIC EDUCATION AND EXPERIENCE REQUIREMENTS
Combination of the following education and experience is the minimum qualifications:
Level 01 - Completed at least 48 semester hours of study at an institution of higher education; OR
Met a rigorous standard of quality, demonstrated through a formal State or local academic
assessment test, plus 1 year of experience.
Assessment test should demonstrate knowledge of, and the ability to assist in instructing, reading,
writing and mathematics; (or. if appropriate, reading readiness, writing readiness, or mathematics
readiness).
Pay Level 02 – Obtained an Associates (or higher) Degree or completed 60 hours of study from an
institution of higher education, plus 1 year of experience.
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 the position.

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.

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 to the applicant’s advantage to
give complete and thorough responses and to present information in a neat and orderly fashion.
Qualifications and veteran’s preference eligibility will be determined on the basis of information
submitted.

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 two (2) full academic semesters, which may be extended.
• A Pre-Employment Physical Examination will be required.
• The incumbent may be required to drive a motor vehicle to conduct business at field
  location. A valid State driver’s license is required. Upon selection Incumbent will complete GSA Form 3607, Motor Vehicle Operator’s License and Driving Record. Incumbent must maintain 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 IS NOT 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 may 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. *Applicants may file a resume. 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. 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 will on a personal basis and know your qualifications and fitness for the kind of job for which you applying.

2. *College Transcript is required for verification/documentation and for pay purposes (If selected, applicant must provide Official College Transcripts, if applicable)

3. *Copy of Valid State Driver’s License.

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

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 NOT be accepted.

SCHOOL MAILING ADDRESS: FAX APPLICATIONS TO: (520) 362-2405
San Simon School
ATTN: Marlena Francisco, Business Technician
HC 01 Box 8292
Sells, Arizona 85634

FOR ADDITIONAL INFORMATION:
CONTACT: Marlena Francisco, Business Technician
TELEPHONE: (520) 362-2231

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:
Business Technician Marlena Francisco @ (520) 362-2231
Vacancy Announcement: AADD54H220-1920-008

Applicant Screening Questionnaire
Indian Children Protection Requirements

Name: ____________________________ Social Security Number: ________________

(please print)

Job Title: Education Technician ________________ Announcement No: AADD54H220-1920-008

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