



**United States Department of the Interior**  
**Bureau of Indian Education**  
**Special Education Related Services CAU**  
**P.O. Box 848**  
**Crownpoint, New Mexico 87313**  
**(505) 786-6138 Telephone**  
**(505) 786-6016 Fax**

**VACANCY ANNOUNCEMENT**

**POSITION TITLE & GRADE:** SCHOOL PSYCHOLOGIST (2 Positions) CY-0180-21, 22, 23, 24

**POSITION INFORMATION:** School Year Contract (Full-Time Seasonal)

**SALARY RANGE:**

<u>Level 21</u>	<u>Level 22</u>	<u>Level 23</u>	<u>Level 24</u>
\$32.92-54.45	\$34.03-56.27	\$35.13-58.13	\$36.23-59.99
Masters	Masters + 15	Masters + 30	Earned Doctorate

**Additional Recruitment Differential of 15%**

BIE Education Pay Schedule based on education & experience.

**LOCATION:** Department of the Interior, Bureau of Indian Education (BIE), Navajo Central Agency, Crownpoint Duty Station, Crownpoint, NM.

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**ANNOUNCEMENT NUMBER:** D34N90 20 SP03      **ISSUING DATE:** 01/10/2020  
**CLOSING DATE:** 04/10/2020

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 school psychologist shall function in school settings using appropriate psychological skills in completing psycho-educational evaluations of students referred and delivering psychological counseling as mandated on IEPs. The psychologist shall be responsible for the accuracy and reliability of data gathered and shall compile this in a written report and shall be responsible for the interpretation of this data. The psychologist will participate in team interactions. Other duties shall include acting as a consultant or trainer as assigned by the supervisor. Evaluations of students shall include developing strategies for remediation or learning approach for each student. Position requires travel. More than eighty percent of time will be spent completing assessment and reporting results to multi-disciplinary team. Incumbent must keep records of therapy and evaluations and other work and submit them in a timely manner.

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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.

**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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**SUMMARY OF QUALIFICATIONS REQUIRED:**

Refer to BIE Education Position Categories and Qualifications Handbook for additional qualification requirements and substitutions for education. Applicant must meet the qualification requirements contained in the BIE Education Position Category.

**BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:**

<b>PAY LEVEL:</b>	21	22	23	24
<b>EDUCATION:</b>	Masters Degree	Masters + 15	Masters + 30	Earned Doctorate
<b>EXPERIENCE:</b>	1	1	1	2

**CONDITION OF EMPLOYMENT:**

Applicant must provide a copy of valid driver's license as this position requires driving.

**PHYSICAL REQUIREMENTS:**

Good distance vision in one eye and ability to read without strain printed materials 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 or 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. Some long distance driving required. 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. The judgement 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 veterans' preference eligibility will be determined on the basis of information submitted.

**SPECIAL PREFERENCES:**

- You must be a U.S. citizen to qualify for this position.
- You must possess a New Mexico School Psychologist Licensure.
- Subject to probationary period for equivalent to two (2) academic semesters, which may be extended
- Must meet New Mexico certification standards.
- Government housing may be available
- Relocation expenses will not be paid.
- Applicant is subject to a favorable background investigation. This is a Non-critical, Moderate Risk Position subject to a favorable adjudicated background investigation.
- 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.

**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:**

The following forms listed with an \* must be submitted in order to be considered for the position.

1. \* 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 well on a personal basis and know your qualifications and fitness for the kind of job for which you are applying.
2. \* College transcripts is required for verification/documentation and for pay purposes (If selected, applicant must provide Official College Transcripts).
3. \* Copy of valid State Driver's License.
4. \* Copy New Mexico School Psychologist License.
5. \* Applicant Screening Questionnaire, Indian Child Protection Requirements form (attached), must contain original signature and date. This position is covered by P.L. 101-647, Indian Children Protection Requirements. 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.
6. GSA Form 3607 Motor Vehicle Operator's License and Driving Record (available at <https://www.gsa.gov/portal/forms/download/117026>). Optional during the application process; however, selectees will be required to submit as part of the pre-appointment process.
7. Copy of most recent SF-50, Notification of Personnel Action, current or former Federal employee.
8. 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.

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 Poster Regulations and will not be considered. E-mailed applications/resumes will NOT be accepted.

**Fax Applications to: (505) 786-6016 or mail your application to:**

**Mailing Address**  
Special Education Related Services  
PO Box 848  
Crownpoint, NM 87313

**Physical Address (for FedEx, etc.):**  
Special Education Related Services  
Chaco Blvd/Code Talker Street, Bldg 222, Rm 212  
Crownpoint, NM 87313

**For additional information or for VERIFICATION of receipt of your application/resume contact Loretta Perry at (505) 786-6138 or [loretta.perry@bie.edu](mailto:loretta.perry@bie.edu)**

**APPLICANT SCREENING QUESTIONNAIRE**  
**Indian Children Protection Requirements**

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

Job Title: School Psychologist Announcement Number: D34N90 20 SP03

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 Personnel Security and my rights to challenge the accuracy and completeness of any information contained in the report.

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Applicant’s Signature Date