



UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN EDUCATION
Cheyenne-Eagle Butte School
Administration
P.O. Box 672
Eagle Butte, SD 57625



VACANCY ANNOUNCEMENT
THIS ANNOUNCEMENT MAY BE ACCESSED @ WWW.C-EB.COM

POSITION TITLE: Teacher (English) – High School

LOCATION: Cheyenne Eagle Butte School, Eagle Butte, SD

SALARY RANGE: Level 11/01 \$198.52 per day thru Level 17/18 \$403.79 per day

ANNOUNCEMENT NUMBER: 11-14-CEB **ISSUING DATE:** 01-30-2012

CONTRACT INFORMATION: School Year Position **CLOSING DATE:** Open until Filled

LIVING AND WORKING CONDITIONS: Government rental housing may be available.

(Position advertisement is to fill the vacancy starting for the 2012/2013 School Year.)

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. Indian preference eligible 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, 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.

STATEMENT OF DUTIES: Prepares yearly instructional outlines based on school curriculum. Prepares related daily lesson plans which include objectives, activities and methods of evaluation for both group and individual instruction. Teaches students by implementing appropriate instructional methods and utilizes available resources to provide for academic achievement. Provides learning experiences in assigned subject areas which develop cognitive, affective and psychomotor skills that are appropriate to the needs and interests of all the students in the class. Plans lessons that develop decision-making and problem-solving skills. Continuously evaluates individual and group academic progress through the use of performance-based assessments and/or relevant evaluative methods. Uses alternative instruction to meet individual needs. Makes progress reports to parents and confers with parents and other concerned individuals. Maintains required records in accordance with applicable regulations. Maintains an environment that promotes opportunities for students to develop self-management skills, self-discipline and a positive self-image. Uses effective classroom management techniques and handles discipline independently except for chronic or extreme behavior problems. Advises individual students within established guidelines, using background information concerning each student to promote appropriate student behavior and progress. Supervises

assigned students as scheduled; provides for their supervision throughout the academic day and/or activity in order to provide for the safety, health, and welfare of the students in compliance with school, agency, and area guidelines. Participates in educational activities, such as professional workshops and school improvement and actively participates in the development of school curriculum. Promotes a positive relationship among home, school and community within a culturally diversified system. May give work direction to one or more paraprofessionals. Provides for the proper acquisition, care and use of assigned supplies and equipment. Completes other duties as directed by supervisor.

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

Pay Level:	11	12	13	14	15	16	17
Education:	BA/BS	B+15	B+30	Masters	M+15	M+30	Doctorate (earned)

A Bachelor's Degree with a minimum of 24 semester hours in Education courses is required. A minimum of 12 semester hours must be in secondary methods and/or curriculum to qualify at the secondary level. In addition, applicants will have 12 semester hours of course work in the particular area of specialization. All professional educators must meet the certification standards for the position in the State where the position is located.

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 maybe 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.

HOW TO APPLY: The following forms must be submitted in order to have a complete application:

1. Applicants may file using an OF-612, Application for Federal Employment, a resume or any other written format of the applicant's choice. In addition to the OF-612, applications, resumes or other written formats **MUST CONTAIN:** Job Announcement Number; Education; Work Experience (Position Title, Employment Dates, Salary); and Supervisor's name and telephone number. Also include information on other job qualifications and references. Application or resume must have original signature and current date. http://www.opm.gov/forms/pdf_fill/of612.pdf
2. 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.
3. College Transcript showing all courses taken to date. Credit for education will not be granted without verification.
4. Copy of most recent SF-50, Notification of Personnel Action, current or former Federal employees.
5. OF 306, Declaration for Federal Employment (Required).
6. Applicant Screening Questionnaire (Required).
7. Copy of current South Dakota Teacher Certificate (requires 7-12 English/Language Arts endorsement)

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.

Applications become part of the official record and will not be duplicated or returned. This office WILL fax vacancy announcements AND will accept telefaxed applications. Applicant's qualifications will be evaluated solely on the information submitted by them in their applications.

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. E-Mailed applications/resumes will NOT be accepted.

MAIL APPLICATIONS TO:

**Cheyenne-Eagle Butte School
Administration
P.O. Box 672
Eagle Butte, SD 57625**

FOR ADDITIONAL INFORMATION: Contact Nickie Shepherd, Business Manager (HR) at (605) 964-8777