



**UNITED STATES DEPARTMENT OF THE INTERIOR**  
**BUREAU OF INDIAN EDUCATION**  
Flandreau Indian School  
1132 N. Crescent St.  
Flandreau, South Dakota 57028

**VACANCY ANNOUNCEMENT**

POSITION TITLE AND GRADE:	SCHOOL JANITOR, CY-3566-01
POSITION INFORMATION:	School Year (Full-time Seasonal)
SALARY RANGE:	\$13.24 TO \$21.75 per hour (BIE Education Pay Schedule: based on education and experience.)
LOCATION:	Department of the Interior, Bureau of Indian Education, Pine Ridge Education Resource Center-Bureau Operated Schools, Flandreau Indian School, Flandreau, South Dakota
ANNOUNCEMENT NUMBER:	2020-FIS-15
ISSUING DATE:	09/08/2020
CLOSING DATE:	11/06/2020

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:**

This position is responsible for the full range of cleaning assignments for a school. This includes cleaning offices, classrooms, storage areas, hallways, entrance areas, and other assigned areas. Uses a variety of materials, chemicals and equipment to sweep, mop, scrub, wax, and polish. Empties trash cans and removes trash to designated areas. Vacuums and cleans carpet, and washes windows, blinds and chalkboards. Supervises students assigned to clean up and other work details in and around the school and assures that they work in compliance with appropriate safety rules and regulations and without the use of hazardous materials or equipment. Performs minor maintenance such as changing light bulbs, florescent tubes, touch up painting, removal of graffiti, replacing door handles or panes of glass, etc. Assures equipment is properly maintained, cleaning and making minor adjustments as necessary. Incumbent is responsible for maintaining janitorial supplies properly, including maintenance of and compliance with material data safety sheets. May be required to haul trash, shovel snow, remove ice, mow grass, chop weeds and trim shrubs

**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 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.

**SUMMARY OF QUALIFICATIONS REQUIRED:**

Refer to BIE Job Category Standards for additional qualification requirements and substitutions for education. Applicants must meet the qualification requirements contained in the BIE Job Category Standard.

**BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:**

Pay Level: 01

Education: High school or GED diploma

Experience: 0

**CONDITIONS OF EMPLOYMENT:**

If the position requires operation of a motor vehicle in performance of work, a valid state driver's license is a prerequisite. Some positions involve work-transporting students or conducting other assigned official business throughout the geographic jurisdiction of the school compound. A valid state driver's license must be maintained as a condition of employment; failure to do so may result in removal from the position.

**PHYSICAL REQUIREMENTS:**

Applicants must be able to lift over 50 pounds and be in excellent physical condition. Good distant vision in one eye and ability to read without strain printed material the size of typewritten characteristics 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. Good hand and foot coordination required. In most instances, an amputation of an arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated for by use of a satisfactory prosthesis.

An annual physical is required. May be required to wear personal protective clothing and equipment.

### **BASIS OF RATING:**

Once the announcement has closed, all applicants for this position will be rated based upon the extent and quality of their experience, training and/or education as reflected on their resume. The judgement of qualification will be based on materials submitted, therefore, it is the applicants' advantage to give complete thorough and complete 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 a probationary period for equivalent to two (2) academic semesters, which may be extended.
- A pre-employment physical examination will be required.
- 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: To apply for this position, submit a complete Application Package which includes:**

1. Applicants must submit a resume or any other written format of the applicant's choice. Your resume **MUST CONTAIN** the following:
  - a. Vacancy Announcement Number
  - b. Job Title
  - c. Duties and Accomplishments
  - d. Employer's name and address
  - e. Supervisors name and phone number
  - f. Starting and ending date (month and year)
  - g. Hours per week
  - h. Salary
  - i. High School Graduation/GED information. Month and year graduated or date GED received plus name/location to include city and state.
  - j. Complete names and telephone numbers of 3 professional/employer references (must be within the past 5 years). List people who are not related to you and who know your qualifications and fitness for the kind of job for which you are applying.
2. Copy of Official College Transcript can be accepted for verification/documentation. (If selected, applicant **must provide Official College Transcripts.**) **(REQUIRED)** Copy of Valid State Driver's License **(REQUIRED)**

3. 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, selectee will be required to submit as part of the pre-appointment process (**REQUIRED**)

**Other supporting documents:**

1. 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.
2. OF-306, Declaration of Federal Employment can be located at [https://www.opm.gov/forms/pdf\\_fill/of0306.pdf](https://www.opm.gov/forms/pdf_fill/of0306.pdf) (**will be required upon selection**)
3. Indian Child Protection Requirement Form, must contain original signature and date (**will be required upon selection**). 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. (2019 version)  
<https://bie.edu/cs/groups/xbie/documents/text/idc2-104343.pdf>
4. Copy of Official College Transcripts can be submitted as verification of post-secondary education. (If selected, applicant **must provide Official College Transcripts for final verification and pay setting.**)
5. 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, selectee will be required to submit as part of the pre-appointment process.
6. Copy of most recent SF-50, Notification of personnel Action, for current or former Federal employees to indicate prior Federal service and/or highest previous rate.
7. DD214 (member copy 4) for consideration of service credit for leave purposes.

Applicant's qualifications will be evaluated solely on the information submitted by them in their applications.

- Applications become part of the official record and will not be duplicated or returned.
- This office will accept telefaxed applications.
- Applications mailed using Government postage and/or envelopes are in violation of OPM and postal regulations and not be considered.
- E-mailed applications/resumes will NOT be accepted.

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

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SCHOOL MAILING ADDRESS: Flandreau Indian School  
1132 N. Crescent St.  
Flandreau, SD 57028

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FAX SIGNED AND DATED APPLICATIONS TO: (605) 997-2601

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FOR INFORMATION CONTACT: Shawn Dahmen, Business Technician  
PHONE NUMBER: (605) 997-3773 ext. 2142

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For VERIFICATION of our receipt of your application-resume, please contact:  
**Point of contact; Business Technician/Personnel (605) 997-3773 ext. 2142**