



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

**VACANCY ANNOUNCEMENT**

POSITION TITLE AND GRADE:	Training Instructor (JROTC), CY-1712-04
POSITION INFORMATION:	School Year Contract (Full Time-Seasonal)
SALARY RANGE:	\$27.92 TO \$36.29 per hour (BIE Education Pay Schedule: based on education and experience.)
LOCATION:	Department of Interior, Bureau of Indian Education, Pine Ridge Education Resource Center-BOS Flandreau Indian School, Flandreau, SD
ANNOUNCEMENT NUMBER:	FIS-2020-08
ISSUING DATE:	02/12/2020
CLOSING DATE:	03/04/2020

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 Training Instructor (JROTC) provides direct delivery of instruction or training services of a nonprofessional nature. The position is involved in military type ROTC training programs. The duties will require a thorough working knowledge of the subjects to be taught and a practical knowledge of the methods and techniques of instruction. Training Instructors (JROTC) are required to develop or review special subject matter course materials, training aids, and manuals for training programs as well as instructs the programs.

**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:**

Level 04- Bachelor's Degree in related field and one year specialized experience equivalent to Level 03; OR Associates Degree or substantive Formal Training with certification of completion in related field, and five years specialized experience equivalent to Level 03.

Related experience is defined as practical experience in occupation, trade, craft or subject appropriate to the position to be filled. Military training and experience as instructor is qualifying experience for instructor for ROTC training program.

A Bachelor's Degree in the field to be taught will also meet full qualifications for the position at the 03 Level.

The applicant's training and experience will show evidence of sufficient knowledge of the subject matter and ability to instruct in order to carry out duties of the position. The following are examples of specialized experience, which may be credited:

Experience as a teacher or instructor.

1. Satisfactory completion of a formal course or on the job training, which includes practice teaching or instruction duties.
2. Performance of duties involving the supervision or on the job instruction of workers in the field to be instructed.
3. Successful completion of a formal vocational training program for an occupation, trade, craft or other appropriate training for which the applicant demonstrated a marked aptitude for learning and applying the principals, practices and techniques of the subject.
4. Other specialized work or study experiences directly related to the position and at a level of difficulty, responsibility and scope to demonstrate the ability to perform the duties of the position for which he/she is being considered.

## SUBSTITUTION OF EDUCATION

Study successfully completed above high school level, including appropriate vocational schools, may be substituted for experience at the rate of one academic year of study for 9 months of experience, provided such study included at least 6 semester hours (or equivalent) in a subject directly related to the particular subject matter or functional option for which the applicant is being considered.

## 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.

## 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.
- Negative drug test validation is required.
- 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. (For Bus Drivers Positions Only)
- 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 must submit a resume.** The following forms listed with an \* must be submitted in order to be considered for the position.

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
2. 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.
3. College Transcript is required for verification/documentation and for pay purposes. (If selected, applicant **must provide Official College Transcripts.**
4. Copy of Valid State Driver's License or Commercial Driver's License.
5. 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.
6. Copy of most recent SF-50, Notification of personnel Action, current or former Federal employees.
7. 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. (2019 version)  
<https://bie.edu/cs/groups/xbie/documents/text/idc2-104343.pdf>
8. 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.

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 MST) on the closing date of the announcement.

---

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

---

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

---

FOR INFORMATION CONTACT: Shawn Dahmen, Business Technician  
PHONE NUMBER: (605) 997-3773 x2142

---

For VERIFICATION of our receipt of your application-resume, please contact:  
**Shawn Dahmen; Business Technician/Personnel (605) 997-3773 x2142**