



Crow Creek Tribal Schools

103 Chieftain Road
Stephan, SD 57346

VACANCY ANNOUNCEMENT

POSITION TITLE & GRADE: Residential Assistant (Dorm Matron) Non Certified-PS2

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

\$10.50 TO \$14.70 per hour

(CCTS Salary Schedule: based on education & experience)

THIS POSITION COULD BE IN GIRLS OR BOYS DORMITORY

LOCATION: Crow Creek Tribal School, Stephan, SD

ISSUING DATE: 03/18/2019 – UNTIL FILLED

STATEMENT OF DUTIES:

The Residential Assistant may work under the general supervision of the Residential Dormitory Director in an assigned dormitory. Incumbent performs childcare, juvenile or young adult related duties in a dormitory environment, which assures the functioning of a well-balanced home living program for students who reside in a Bureau of Indian Education dormitory on a 24 hour basis 7 days a week. The duties of the Residential Assistant combines the functions of practical instruction and guidance of students during out of school hours, e.g., personal hygiene, care of clothing, grooming, good manners, handling of money, conduct, adjustments, respect of property and housekeeping. Residential Assistant(s) may prepare teaching aids and present formal lessons under the direction of the Residential Dormitory Director. Additionally, they are responsible for the security and safety of a dormitory during night hours. The work typically includes providing home living experiences, administrating medications and home nursing care and assuring appropriate medical and law enforcement services, or other emergency services, as needed.

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 reinstate able) 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.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

Pay Level	Step 1
Education	High School or GED Diploma
Experience	none

Applicable academic discipline includes fields related to working with children, such as child development, education, behavioral sciences and cultural studies. For pay purposes, experience should be in the same line of work or similar job involving working with school children.

SUITABILITY & CLEARANCE REQUIREMENTS: A background security investigation and urine drug screen is required. Appointment is subject to the successful completion of the security investigation and favorable adjudication and screening. Failure to meet these requirements will be grounds for termination.

HOW TO APPLY: Submit completed application, copy of driver's license and credentials to the CCTS Human Resource Office. Applicants may file a resume. 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.

SCHOOL MAILING ADDRESS:

Crow Creek Tribal School
Attn: Mariah Sazue
103 Chieftain Road
Stephan, SD 57346

FAX APPLICATIONS TO: (605) 852-2669
CONTACT #: (605) 852-2455 ext. 1199

For VERIFICATION of our receipt of your application-resume, please contact: Mariah Sazue, (605) 852-2455 ext. 1199