



Crow Creek Tribal Schools

103 Chieftain Road
Stephan, SD 57346

VACANCY ANNOUNCEMENT

POSITION TITLE & GRADE: Librarian CCTS Salary Schedule 1
POSITION INFORMATION: School Year Contract (Full-Time Seasonal)
(CCTS Salary Schedule: based on education & experience)
LOCATION: Crow Creek Tribal School, Stephan, SD
ISSUING DATE – CLOSING: 05/03/2019 – 05/13/2019

STATEMENT OF DUTIES:

This position is responsible for fostering a creative, flexible environment so that the school library is an essential part of the learning community. The librarian develops and maintains resources appropriate to the curriculum, the learners, and instructional strategies of the school community. Establishes procedures for selection, acquisition, circulation, resource sharing of resources in all formats. Evaluates, promotes and uses existing and emerging technologies to support teaching and learning. Promotes the ethical use of information: copyright, fair use, and licensing of intellectual property. Maintains records in accordance with applicable regulations. Maintains an environment which promotes opportunities for students to develop positive social skills, self-discipline and positive self-image. Uses effective classroom management techniques and handles discipline independently except for chronic or extreme behavior problems. Supervises students as scheduled throughout the day. Participates in education activities including workshops, in-services and curriculum development. Promotes a positive relationship between home, school and community within a culturally diversified system. May be scheduled for other duties as assigned.

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:

Level 01: High School Diploma or GED

Level 02: 60 college semester hours or AA/AS Degree or Paraprofessional/Praxis Certification

Level 03: BA/BS Degree

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. Applicants will be further evaluated according to the degree to which they possess or have the potential to acquire knowledge, skills, abilities, and personal characteristics as listed below. The judgment 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 veteran's preference eligibility will be determined on the basis of information submitted.

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