



United States Department of the Interior

BUREAU OF INDIAN EDUCATION
Washington, D.C. 20240

National Policy Memorandum

Bureau of Indian Education

Number: NPM-EDUC-31

Effective: 12/06/16

Expires: 12/06/17

Title: Recruitment and Vacancy Policy

1. Purpose

The purpose of this policy is to develop and implement a recruitment program to ensure the efficient employment of high quality educational personnel for Bureau of Indian Education (BIE) agencies, schools, and dormitories. This policy establishes procedures for announcing vacancies and open continuous positions, as well as authorities and responsibilities throughout the recruitment process.

2. Scope

This policy is applicable to all Pub. L. 95-561 BIE-operated elementary and secondary schools and residential facilities. The BIE encourages Pub. L. 100-297 grant and Pub. L. 93-638 contract schools to develop a recruitment and vacancy policy, and use resources developed by the BIE.

3. Policy

A. Recruitment Policy

- Recruitment is a shared responsibility between schools and the BIE Human Resources Office (HRO).
- The Education Talent Recruiter (ETR) will:
 - Maintain a candidate pool of interested professional education applicants. Educational Resource Centers (ERCs) can be used to aggregate a school's personnel needs for the ETR. The ERC can also be used as a resource to obtain information about potential applicants for principals and the ETR.

- Collaborate with communications staff on recruitment plans and activities, including a recruiting and training program to attract and promote Indian Preference-eligible candidates for education positions.
- Establish a partnership with the HRO to recruit for education positions, and advise the school principals, Associate Deputy Directors (ADDs) for BIE-operated schools, Navajo schools, and Tribally-controlled schools on best practices for hiring and recruitment.
- The school principals and ADDs for Navajo schools, BIE-operated schools, and Tribally-controlled schools may recruit, examine, refer, and select applicants for education positions.

B. Recruitment Plan for Indian Educators

- Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Form BIA-4432 must be submitted with an application when claiming Indian Preference. This form is located on the IA Online Forms website here: <http://www.bia.gov/WhoWeAre/AS-IA/ORM/OnlineIAForms/index.htm>
- Consideration may be given to non-Indian applicants (status or reinstatable) in the absence of a qualified Indian Preference applicant; however, a written request to waive Indian Preference is required from the school board.
- The ETR will create a detailed plan for recruitment of qualified Indian Preference-eligible candidates for education positions, under Pub. L. 95-561. Actual needs assessments will be the basis for recruitment activities in a given period. The recruitment plan will be reviewed by the ETR and HRO on an on-going basis.
- Recruitment plans will include projected methods to actively recruit from post-secondary schools with significant Native American populations for professional or para-professional positions. Recruitment plans will also be developed to recruit from secondary schools and Native American communities for applicants for non-degree support positions.

C. Vacancy Announcements

- Schools are responsible for issuing a draft vacancy announcement to the HRO.
- The HRO is responsible for maintaining a list of current vacancies and their status.

- The length of time for vacancy announcements to be open is at the discretion of the school principal, the respective ADD for Navajo schools, BIE-operated schools, and Tribally-controlled schools.

D. Types of Vacancy Announcements

- Specific vacancy announcements may be used to advertise contract education positions. The school principal or appropriate ADD will determine whether a specific vacancy announcement method of “Open Continuous” is used to fill vacancies.
 - At a minimum, the specific vacancy announcement will include title, pay level and salary range, location, duties to be performed, minimum qualifications, length of contract, and the dates applications will be accepted.
- All positions may be advertised as “Open Continuous” as determined locally, based on the needs of the Agency. A certificate from an Open Continuous announcement may not be issued prior to closing the Open Continuous announcement.
 - An Open Continuous Vacancy announcement will include the position title, salary range, location, and date.
- A school principal may decide to advertise a position as a Transitional Teacher position. This allows principals to hire individuals who are enrolled in a state-approved alternative certification program to be completed in not more than three years.
 - Appointments under this job category will not exceed three years.
 - Upon successful completion of an Alternative Licensure Program, the Transitional Teacher may compete for, and be hired as, a full-time teacher.

E. Candidate Pool

- A database of interested candidates will be maintained by the ETR. The ETR and school principal can use this candidate pool to recruit applicants for vacancy announcements, and as a data source to guide recruitment efforts.
- The ETR will be responsible for collecting and reviewing data to determine which positions are hard to fill or are projected to be vacant before the next school year. The ETR will use this information to find someone in the candidate pool that might meet those needs, and focus recruitment efforts accordingly.
- It is the individual responsibility of applicants to formally apply for specific positions, even if their information is in the candidate pool.

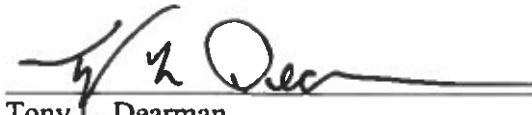
F. Qualifications

- Applications will be rated using established BIE education job categories including appropriate teacher licensure/certification.

4. Roles and Responsibilities

- A. **BIE Division Chief, Human Resources** will ensure this policy is in practice and adhered to.
- B. **ETR** is responsible for collaborating with communications staff and HRO on national recruitment strategies, developing and continuously updating a recruitment plan for Indian Preference-eligible candidates, designating hard to fill positions and projected vacancies, advising principals on best recruitment practices, and maintaining a candidate pool to assist with recruitment efforts.
- C. **BIE HRO** will provide a method or a point of contact to principals for reporting vacancies and requesting vacancy announcements.
- D. **School Principals** will determine which positions to advertise, request vacancy announcements, and make final hiring selections.
- E. **Communications Staff** will collaborate with the ETR on national recruitment strategies.

5. Approval



Tony L. Dearman
Director, Bureau of Indian Education

12-6-16

Date