



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

VACANCY ANNOUNCEMENT

POSITION

Page School Instructor (Mathematics)

DEPARTMENT

Senate Page School

SALARY RANGE

\$78,293 - \$121,351

CONTACT

Applications for the position must be submitted online; see the link below. If you need an accommodation to submit an application for this position, please contact Human Resources at 202-224-3625 or stop by the Human Resources office at SH231B.

FEDERAL RELAY SERVICE

Speech/Hearing impaired persons may contact the Federal Relay Service at 1-800-877-8339 TTY

POSTING DATE

February 13, 2020

DEADLINE FOR APPLICATIONS

Open until filled

The online application can be found in the Employment section of Senate.gov - <https://www.senate.gov/visiting/employment.htm>.

All applicants should complete a Secretary of the Senate Application for Employment and attach a cover letter and current resume to the Human Resources Department at the link listed above. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.

VETERANS' PREFERENCE

Hiring for this position will be governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995. Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Secretary of the Senate and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns ("veterans") may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans' preference if the veteran cannot claim his or her veterans' preference.

To be eligible for a veterans' preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans' Preference, which may be obtained by visiting:

https://www.senate.gov/employment/resources/pdf/SOS_VeteransPreference.pdf

If claiming a veterans' preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans' Preference along with the supporting documentation specified on that form. If the Office of the Secretary of the Senate does not receive the Application for Veterans' Preference and supporting documentation by the closing date, the applicant's claim for a veterans' preference may be denied.

Applicants may obtain a copy of the Office's Veterans' Preference in Appointments policy by submitting a written request to vets@sec.senate.gov.

Individuals who are entitled to a veterans' preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the Office of the Secretary of the Senate's obligations and efforts to provide veterans' preference to preference-eligible applicants in accordance with the VEOA. An applicant's status as a disabled veteran and any information regarding an applicant's disability, including the applicant's medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran's status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans' preference.



PAGE SCHOOL INSTRUCTOR (MATHEMATICS)

Department: Senate Page School

Reports to: Principal

NATURE OF WORK

The Page School Instructor teaches high school students appointed to the Senate Page Program. Work includes developing curriculum and activities to enhance the educational and work experience of students from across the nation from a variety of backgrounds and skill levels. Work is bound by Secretary of the Senate policies and procedures; the *U.S. Senate Handbook*; the *Senate Ethics Manual*; Senate Page School procedures, practices, and guidelines; and federal and District of Columbia laws, regulations, and ordinances, but requires independent judgment in setting priorities and handling assignments.

ESSENTIAL FUNCTIONS

Provide instruction, remediation, and evaluation of Senate Pages in mathematics; develop and implement curriculum for significantly compressed classroom schedules; modify curriculum and/or schedules as needed to support academic achievement and the Senate schedule; determine appropriate evaluation and testing methods for materials; prepare lesson plans; and select and utilize appropriate materials, equipment, and technology to enhance learning.

Consult with colleagues on issues regarding student achievement and well-being; and coordinate scheduling with colleagues when the Senate schedule impacts classroom lectures or testing.

Prepare departmental budget requests and justification for approval by Principal.

Communicate with teachers and counselors in students' home states; and research and resolve concerns regarding student skill level, course placement, performance, or conduct.

Communicate with parents throughout the semester to discuss student achievement and welfare.

Prepare students' interim progress reports and report cards.

Tutor students as needed in class and assist students with preparation for advanced placement and college testing.

Prepare individualized college recommendation letters for students.

Plan, coordinate, and supervise student field trips.

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge, and skill typically required, and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.



UNITED STATES SENATE OFFICE OF THE SECRETARY

Ensure students maintain appropriate appearance and behavior for work in the Senate; assist students in developing appropriate and professional behavior in the workplace, residence, school, and during extracurricular activities; and serve on a rotational basis as the alternate Continuity of Operations Plan (COOP) Action Officer.

Maintain certification in cardiopulmonary resuscitation (CPR) and use of automated external defibrillators (AEDs).

Maintain current knowledge of the Senate Page School's Emergency Action Plan (EAP) and Continuity of Operations (COOP); participate in periodic exercises and drills.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and requires the use of normal safety precautions to avoid everyday risks and discomforts. Work requires frequent walking, standing, bending, and carrying items up to 25 pounds, as well as regular use of typical office equipment, software programs, and methods of communication such as a computer, e-mail, telephone, photocopier, and fax machine. Regular, predictable, and punctual attendance is required for performance of duties. Work also requires physical presence in the office, except as otherwise required by the Office of the Secretary of the Senate.

MINIMUM QUALIFICATIONS

Work requires a bachelor's degree in relevant academic area and three to five years of secondary classroom instruction at the college preparatory and advanced placement level and the following knowledge, skills, and abilities:

Knowledge of current national requirements and trends in secondary education.

Knowledge of the Senate as an institution and role of the Senate Page.

Ability to work early morning hours and occasional weekends.

Ability to maintain a positive learning environment.

Ability to use computers and relevant computer software. Ability to use a graphing calculator.

Ability to effectively instruct and guide students.

Ability to deal with others using tact and diplomacy.

Ability to communicate effectively, both orally and in writing.

Ability to pass background investigation for working with minors.

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge, and skill typically required, and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.



**UNITED STATES SENATE
OFFICE OF THE SECRETARY**

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

Current CPR and AED certification or ability to obtain such certifications.

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge, and skill typically required, and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.