



U.S. Senate  
Office of the Secretary

## HUMAN RESOURCES

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### Vacancy Announcement

<b>POSITION:</b>	<b>Page School Instructor (Mathematics)</b>
<b>DEPARTMENT:</b>	<b>Senate Page School</b>
<b>SALARY RANGE:</b>	<b>\$69,260 - \$107,351</b>
<b>CONTACT</b>	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.
<b>FEDERAL RELAY SERVICE</b>	Speech/Hearing impaired persons may contact the Federal Relay Service at 1 (800) 877-8339 TTY
<b>POSTING DATE:</b>	<b>May 26, 2015</b>
<b>DEADLINE FOR APPLICATIONS:</b>	<b>Open Until Filled</b>
	The new online application can be found in the Employment section of Senate.gov - <a href="http://www.senate.gov/employment">http://www.senate.gov/employment</a> .
	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.
<b>VETERANS' PREFERENCE:</b>	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 accessing the on-line application and completing the checklist.

**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](mailto: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.



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**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 Federal and District laws, regulations, and ordinances, Senate rules, and Secretary of the Senate policies and procedures, but requires independent judgment in establishing curriculum and evaluation methods.

**ESSENTIAL FUNCTIONS**

Provides instruction, remediation, and evaluation of Senate Pages in Mathematics; develops and implements curriculum for significantly compressed classroom schedules; modifies curriculum and/or schedule as needed to support academic achievement and the Senate schedule; determines appropriate evaluation and testing methods for materials; prepares lesson plans; and selects and utilizes appropriate materials, equipment and technology to enhance learning.

Consults with colleagues on issues regarding student achievement and well-being and coordinates scheduling with colleagues when the Senate schedule impacts classroom lecture/testing/experimentation.

Prepares departmental budget requests and justification for approval by Principal.

Communicates with schools in students' home states and researches and resolves concerns regarding student skill-level and course placement, performance or conduct with home state teachers and/or counselors.

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

Prepares students' interim progress reports and report cards.

Tutors students experiencing difficulties in class and assists students with preparation for advance placement and college testing.

Prepares individualized letters of college recommendation for students.

Plans, coordinates and supervises student field trips.

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*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.*



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Ensures students maintain appropriate appearance and behavior for work in the Senate; assists students in the development of appropriate and professional behavior in the workplace, residence, school, and during extracurricular activities; and serves on a rotational basis as the alternate COOP Action Officer.

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

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc. The instructor for physical science must work with hazardous chemicals and materials that require the use of appropriate safety equipment and disposal methods.

### **MINIMUM QUALIFICATIONS**

Work requires a Bachelor's Degree in academic area and three to five years of secondary classroom instruction at the college preparatory and advanced placement level; or any combination of education and experience that provides 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 computer and relevant computer software. Ability to use 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.

### **LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

None.

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