

**Title: Teacher, GS-1710-09**

**Tour of Duty:** Permanent- Full Time- Based on the needs of the Center.

**ABOUT THIS POSITION:**

This position is located on the Mingo Job Corps Civilian Conservation Center, a USDA Forest Service unit that provides students with training opportunities to develop the necessary social, educational, and vocational skills that will enable them to obtain and maintain useful and productive employment.

**MAJOR DUTIES:**

Independently develops, organizes, and instructs formal education courses at the elementary and secondary level. Plans and teaches classes in subjects including, but not limited to, reading, mathematics, general educational development (GED), language skills, and health education. Develops individualized academic programs for assigned students to ensure that they progress as rapidly as their ability permits. Selects, adapts, and develops teaching techniques, aids, and materials (including those from outside sources) to stimulate students to achieve their highest attainable potential. Administers prescribed tests. Enters test score information to generate Outcome Measurement Reports, Center Information System, and other automated reports to monitor student progress. Takes remedial steps to improve test scores of those students scoring below multiple federal and state agency standards. Maintains accountability for all students assigned to classroom. Monitors students' educational progress on a monthly basis to ensure that Department of Labor program competency requirements are being met in all subject areas. Maintains student records for classroom and center use. Provides reports on students. Counsels students about matters relevant to their academic performance and other related concerns to encourage and motivate them to succeed in the Job Corps Civilian Conservation Center Program, and after graduation. Handles discipline and behavioral problems of students. Implements and maintains all assigned educational program segments.

Works with other Teachers and assists with specific/selected phases of the design, implementation, and evaluation of programs and projects, including communicating issues and coordinating activities within the Office and the Agency. Analyzes assigned development education issues in accordance with instructions and participates in the preparation of project documentation, including concept papers, project authorizations, and project amendments, in line with Center regulations and specific guidance.

Participates in workshops, seminars, and conferences of cooperating agencies, donors, academics, and representatives of other development organizations. Maintains student records for classroom and Center use; provides reports on students to other center areas; sits on various center committees/teams and as a representative of the Education department. As assigned, serves as acting Teacher Supervisor insures that accurate and current students' records are maintained.

**KNOWLEDGE:**

**Basic Qualification Requirements:**

Knowledge of the principles, concepts, and methodology of a subject-matter field or a technical occupation sufficient to give concrete expression to the abstract principles and concepts taught at this level. Knowledge of a wide range of teaching methods or tools sufficient to organize, illustrate, and interpret course material in order to reach and motivate students who may pose typical problems of communication and motivation, e.g., diverse ages, backgrounds, and levels of interest in the course.

**Duty Station Specifics:** Mingo Job Corps Civilian Conservation Center is operated by the U.S. Forest Service and is located adjacent to the 21,592-acre Mingo National Wildlife Refuge. The Center is located 2½ miles southwest of Puxico, Missouri. The Center has a capacity to house and train 224 students.

The Center is closely tied to the community for providing additional training opportunities through an active work-based learning program.

The basic responsibility of the Job Corps Program is to provide America's disadvantaged youth an opportunity to develop labor skills and to participate more fully in the world of work and citizenship. The U.S. Forest Service Job Corps Mission Statement is *To establish and maintain a safe, positive instructional environment which encourages the educational, vocational, and social growth and development of students.*

Mingo Job Corps Civilian Conservation Center offers entry-level vocational training in the following vocational areas: Union Carpentry, Union Painting, Union Brickmasonry, Union Heavy Equipment, Welding, Business Technology, and Health Occupations.

Mingo Job Corps Civilian Conservation Center offers a broad-based academic educational program. Mingo Job Corps Civilian Conservation Center is an accredited high school through the local high school.

Four dormitories (one female, three male) housing 56 students each, comprise the living quarters on Center.

**Community Information:** Mingo Job Corps Civilian Conservation Center is located approximately 2½ miles southwest of Puxico, Missouri. Puxico is located in Stoddard County, Missouri and is 150 miles south of St. Louis, Missouri; 200 miles east of Springfield, Missouri; and 30 miles northeast of Poplar Bluff, Missouri.

The area is predominately a bottomland hardwood swamp bordered on the west by the foothills of the Ozark Uplift and on the east by a terrace called Crowley's Ridge. Elevations along the top of these ridges range as high as 405' msl compared to the 340' msl elevation of the basin.

Temperatures in the Puxico area vary from 21°F to 71°F in winter, 23°F to 88°F in spring, 56°F to 105°F in summer, and 18°F to 97°F in fall.

While Puxico is a small community with a population 1,145, it offers many churches, two medical clinics, two nursing homes, two banks, senior citizen center, police department, city offices, and a volunteer fire department with 25 volunteers. Puxico has gas stations, grocery stores, convenience stores, restaurants, pharmacy store, public library, many other businesses, and three city parks with tennis courts, playground equipment, picnic shelter, and ball fields.

Puxico has an excellent school system. Elementary classes average 22 students per classroom, grades K-6. Total elementary enrollment is approximately 420 students. The high school (grades 7-12) has an average enrollment of 330 students. Special needs classes are also provided.

Puxico has available housing either for rent or purchase. Average rental prices range from \$350 - \$700 and average purchase prices are \$45,000 - \$125,000.

Contact Information: Interested applicants desiring further information should contact

Stacey Griffin, Administrative Officer

573-222-2547 fax

573/222-2614 office

[stacygriffin@fs.fed.us](mailto:stacygriffin@fs.fed.us)

The vacancy announcement will be posted at [www.usajobs.gov](http://www.usajobs.gov) once available. If interested, please complete the following form and return via email or fax to Stacey Griffin.

USDA Forest Service is an equal employment opportunity employer.

**MINGO JOB CORPS CIVILIAN CONSERVATION CENTER**

**OUTREACH NOTICE FORM**

**Teacher GS-1710-07/09**

(Permanent, Full-Time Position)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Are you currently a Federal Employee? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what is your current appointment type:

Permanent \_\_\_\_\_ Temporary \_\_\_\_\_ Term \_\_\_\_\_

Veterans Readjustment Appointment \_\_\_\_\_

Persons with Disabilities \_\_\_\_\_ Other (identify) \_\_\_\_\_

Job Series/Grade \_\_\_\_\_

Position Title \_\_\_\_\_

If not a current permanent (career or career-conditional employee, are you eligible to be rehired under any of the following special authorities: Persons with Disabilities, Disabled Veterans with 30% or more Compensable Disability, Veterans Employment Opportunities Act of 1998, Former Peace Corps Volunteer, Student Career Experience Program, or Other.

Please return your completed form electronically to: [stacygriffin@fs.fed.us](mailto:stacygriffin@fs.fed.us)

Submission of this form will indicate to us of your interest in the position. **If interested please forward your information no later than July 17, 2012 at which time you will be sent directions on how to submit your application once the vacancy announcement becomes available.**

**Thank you for your interest in our vacancy.**

