

Foreign Language Teacher-Hebrew (Senior Instructor Level)

DEPARTMENT OF THE ARMY

U.S. Army Training and Doctrine Command

Open & closing dates

🕒 07/11/2018 to 09/11/2018

Salary

\$69,931 to \$117,633 per year

Pay scale & grade

AD 00

Work schedule

Full-Time

Appointment type

Temporary - VARIES

Locations

few vacancies in the following location:

Monterey, CA

Relocation expenses reimbursed

No

This job is open to



The public

U.S. citizens, nationals or those who owe allegiance to the U.S.

Clarification from the agency

US Citizens and Non-US Citizens with valid U.S. Work Authorization.

Announcement number

WTEY18FPS10254789HEBREW

Control number

Duties

Summary

Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.

Responsibilities

- Faculty members teach listening, reading writing, and speaking skills, as well as geopolitical, economic and social issues, in an immersion based environment.
- Teachers integrate technology in classroom and in homework assignments.
- Faculty members employ resources such as Smart Boards, the Internet, iPad, and tablet PCs. Available software i.e., Blackboard, Rapid Rote, and SharePoint are used by teachers to develop learning materials.
- Teachers employ computer skills to organize data and teaching materials. Faculty members are expected to stay abreast of current foreign language teaching theories and methods.

Travel Required

Occasional travel - You may be expected to travel for this position.

Supervisory status

No

Promotion Potential

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Job family (Series)

[1701 General Education And Training](https://www.usajobs.gov//Search/?j=1701)

(<https://www.usajobs.gov//Search/?j=1701>)

Requirements

Conditions Of Employment

Qualifications

Who May Apply: US Citizens and Non-US Citizens with valid U.S. Work Authorization.

In order to qualify, you must meet the education and/or experience requirements described below. Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social). You will receive credit for all qualifying experience, including volunteer experience. Your resume must clearly describe your relevant experience; if qualifying based on education, your transcripts will be required as part of your application. Additional information about transcripts is [in this document](http://cpol.army.mil/employ/APF-JOA/Transcripts.pdf)

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POSITIONS WILL BE FILLED AT ONE RANK:

Senior Instructor (indicated as level 03)

Master's degree in any discipline; OR

Bachelor's degree and one year of directly related work.

DIRECTLY RELATED WORK :

Formal classroom instruction of a language foreign to the students at high school level or above. Formal classroom instruction normally includes such activities as class preparation, course preparation/modification, testing, tutoring, and counseling in a structured, education environment. If selected, applicant must pass a language proficiency test (OPI).

You must submit a 300-word HANDWRITTEN essay in Hebrew. You must also include a HANDWRITTEN English translation of the essay. Essay topic is how your background, education and training has prepared you to be a foreign language teacher. NOTE: Typed essays are NOT acceptable. The essay is not used to evaluate work experience, only for the purpose of evaluating the language writing proficiency.

You must also provide at a minimum of three professional references with your application packet.

LANGUAGE EVALUATION: The minimum English proficiency is a Level 2 in speaking. The minimum proficiency for the language to be taught is a Level 3 in speaking. If a dialect is required, the minimum proficiency is also Level 3. The proficiency levels are defined by the Interagency Language Roundtable (ILR) level descriptions and can be viewed at <http://www.govtilr.org>. Failure of any portion of the language tests will disqualify applicants for a period of 6 months. Applicants may re-apply after 6 months. Upon subsequent selection, retesting is allowed only once.

You will be evaluated on the basis of your level of competency in the following areas:

- Computer Skills
- Foreign Language
- Oral Communication
- Teaching Others
- Writing

Education

Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - <http://www.opm.gov/qualifications> (<http://www.opm.gov/qualifications>) and <http://www.ed.gov/admins/finaid/accred/index.html> (<http://www.ed.gov/admins/finaid/accred/index.html>).

FOREIGN EDUCATION: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, visit: <http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html> (<http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>).

Additional information

- Male applicants born after December 31, 1959, must complete a Pre-Employment Certification Statement for Selective Service Registration.
- You will be required to provide proof of U.S. Citizenship.
- One year trial/probationary period may be required.
- Direct Deposit of Pay is required.
- This is a Career Program (CP) 32 position.
- Multiple positions may be filled from this announcement.
- Salary includes applicable locality pay or Local Market Supplement.
- This position requires you to have a valid authorization to work in the United States (US). One of the following documents

are proof of valid U.S. Work Authorization: U.S. Passport, Permanent Resident Card, US Naturalization Certificate, US Birth Certificate, H1B, etc.).

How You Will Be Evaluated

Once the announcement has closed, a review of [your application package](http://cpol.army.mil/employ/APF-JOA/CKDE.pdf) (<http://cpol.army.mil/employ/APF-JOA/CKDE.pdf>)

(resume, supporting documents, and responses to the questionnaire) will be used to determine whether you meet the qualification requirements listed on this announcement. If you are minimally qualified, your résumé and supporting documentation will be compared against your responses to the assessment questionnaire to determine your level of experience. If, after reviewing your résumé and/or supporting documentation, a determination is made that you have inflated your qualifications and/or experience, you may lose consideration for this position. Please follow all instructions carefully when applying, errors or omissions may affect your eligibility.

You should list any relevant performance appraisals and incentive awards in your resume as that information may be taken into consideration during the selection process. If selected, you may be required to provide supporting documentation.

Basis for Rating: Qualified candidates will be assigned to one of three quality categories: Best Qualified, Highly Qualified and Qualified. Veteran preference eligibles are listed ahead of non-preference eligibles within each quality category.

- Best Qualified. Candidates in this category possess exceptional skills and experience to exceed well above the minimum requirements for the announced position.
- Highly Qualified. Candidates in this category possess good skills and experience above the minimum requirements for the announced position.
- Qualified. Candidates in this category meet the minimum experience requirements for the announced position.

Background checks and security clearance

Security clearance

[Public Trust - Background Investigation](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)

(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>)

Required Documents

The documents you are required to submit vary based on whether or not you are eligible for preference in federal employment. A complete description of preference categories and the associated required documents is in the [Applicant Checklist \(External\)](http://cpol.army.mil/employ/APF-JOA/CKDE.pdf) (<http://cpol.army.mil/employ/APF-JOA/CKDE.pdf>)

As described above, your complete application includes your resume, your responses to the online questionnaire, and documents which prove your eligibility to apply. **If you fail to provide these documents, you will be marked as having an incomplete application package and you will not be considered any further. This includes submission of a 300 word handwritten essay in Hebrew, and a handwritten English translation of the essay.**

1. Your resume:

- Your resume may be submitted in any format and must support the specialized experience described in this announcement.
- If your resume includes a photograph or other inappropriate material or content, it will not be used to make eligibility and qualification determinations and you may not be considered for this vacancy.
- For qualifications determinations your resume must contain hours worked per week and the dates of employment (i.e., HRS per week and month/year to month/year or month/year to present). If your resume does not contain this information, your application may be marked as incomplete and you will not receive consideration for this position.
- For additional information see: [What to include in your resume](https://www.usajobs.gov/Help/faq/application/documents/resume/what-to-include/) (<https://www.usajobs.gov/Help/faq/application/documents/resume/what-to-include/>)

2. 300-word HANDWRITTEN essay in Hebrew, to include a HANDWRITTEN English Translation:

- 300-word HANDWRITTEN essay in Hebrew. You must also include a HANDWRITTEN English translation of the essay. Essay topic is how your background, education and training has prepared you to be a foreign language teacher. NOTE: Typed essays are NOT acceptable. The essay is not used to evaluate work experience, only for the purpose of evaluating the language writing proficiency.

2. Other supporting documents:

- Cover Letter, optional
- Most recent Performance Appraisal, if applicable
- If you are relying on your education to meet the qualification requirements. You MUST submit a copy of your transcript with your application package or you will be rated ineligible. See: [Transcripts and Licenses \(http://cpol.army.mil/employ/APF-JOA/Transcripts.pdf\)](http://cpol.army.mil/employ/APF-JOA/Transcripts.pdf)

NOTE: Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents such as military orders and marriage certificates may contain personal information for someone other than you. You may sanitize these documents to remove another person's personal information before you submit your application. You may be asked to provide an un-sanitized version of the documents if you are selected to confirm your eligibility.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education \(http://www.ed.gov/admins/finaid/accred/\)](http://www.ed.gov/admins/finaid/accred/).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees \(https://www.usa.gov/benefits-for-federal-employees#item-36407\)](https://www.usa.gov/benefits-for-federal-employees#item-36407)
- [Healthcare insurance \(https://www.opm.gov/healthcare-insurance/\)](https://www.opm.gov/healthcare-insurance/)
- [Pay and leave \(https://www.usajobs.gov/Help/working-in-government/pay-and-leave/\)](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/)

https://help.usajobs.gov/index.php/Pay_and_Benefits

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How to Apply

To apply for this position, you must complete the online questionnaire and submit the documentation specified in the **Required Documents** section above.

The complete application package must be submitted by 11:59 PM (EST) on 09/11/2018 to receive consideration

- To begin, click **Apply** to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application (<https://apply.usastaffing.gov/ViewQuestionnaire/10254789>)

<https://apply.usastaffing.gov/ViewQuestionnaire/10254789>

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- Follow the prompts to **select your résumé and/or other supporting documents** to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.
- After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and **click to continue with the application process**.
- You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application. **You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.**
- It is your responsibility to verify that your application package (resume, supporting documents, and responses to the questionnaire) is complete, accurate, and submitted by the closing date. Uploaded documents may take up to one hour to clear the virus scan.
- Additional information on how to complete the online application process and submit your online application may be found on the [USA Staffing Applicant Resource Center](https://help.usastaffing.gov/Apply/index.php?title=Applicant) (<https://help.usastaffing.gov/Apply/index.php?title=Applicant>).

To verify the status of your application, log into your USAJOBS account (<https://my.usajobs.gov/Account/Login>), all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/> (<https://www.usajobs.gov/Help/how-to/application/status/>).

If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](http://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information) (http://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information).

If you submit an inquiry to the e-mail address listed in the Agency Contact Information below please identify the announcement number of the position in the subject line of the e-mail. This will expedite a response to your inquiry.

Agency contact information

 Army Applicant Help Desk

Phone

[\(000\)000-0000](tel://(000)000-0000)
([tel://\(000\)000-0000](tel://(000)000-0000))

Email

USARMY.APG.CHRA-NE.MBX.APPLICANTHELP@MAIL.MIL
(<mailto:USARMY.APG.CHRA-NE.MBX.APPLICANTHELP@MAIL.MIL>)

Address

EY-APF-W1ECA DEFENSE LANGUAGE INSTITUTE -DLIFLC
& P
DO NOT MAIL
Presidio of Monterey, CA
US

[Learn more about this agency](#)
([#agency-modal-trigger](#))

The initial cutoff date for referral is August 13, 2018. Applicants applying by the initial cutoff date will be given first consideration. Additional referral lists will be created as vacancies are available.

The Defense Language Institute Foreign Language Center (DLIFLC) offers foreign language instruction in more than two dozen languages on a schedule that extends throughout the year. Courses are taught six hours per day, five days a week with the exception of holidays. Faculty work on teaching teams that may consist of six members. A typical eight hour day

includes teaching and other duties such as class preparation, adapting teaching materials, checking homework, administering and grading tests. The work schedule is a 40 hour work week, Monday-Friday 7:45 am to 4:45 pm. The duration of courses range between 36 and 64 weeks, depending on the difficulty of the language.

These positions are in the excepted service. Employment in the excepted service does not confer competitive status to apply to competitive service jobs in the federal civil service.

The position expiration date (not to exceed date) may be extended based on workload and funding availability and is not subject to regulatory time limits.

Visit our careers page

Learn more about what it's like to work at U.S. Army Training and Doctrine Command, what the agency does, and about the types of careers this agency offers.

<http://www.dliflc.edu/index.html/>
(<http://www.dliflc.edu/index.html/>)

Next steps

If you provided an email address, you will receive an email message acknowledging receipt of your application. Your application package will be used to determine your eligibility, qualifications, and quality ranking for this position. If you are determined to be ineligible or not qualified, your application will receive no further consideration.

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) office at OPM](https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/)
(<https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/>)
- [Office of Equal Opportunity](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)
(http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
- [Disability Employment - Reasonable Accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)
- [How to contact an agency](#)

[\(https://www.usajobs.gov//Help/how-to/application/agency/contact/\)](https://www.usajobs.gov//Help/how-to/application/agency/contact/)

Legal and regulatory guidance

[Financial suitability](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/financial-suitability/)

[\(https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/financial-suitability/\)](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/financial-suitability/)

[Privacy Act](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/privacy-act/)

[\(https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/privacy-act/\)](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/privacy-act/)

[Selective Service](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/selective-service/)

[\(https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/selective-service/\)](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/selective-service/)

[Social security number request](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/social-security-number/)

[\(https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/social-security-number/\)](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/social-security-number/)

[Signature & False statements](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/signature-false-statements/)

[\(https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/signature-false-statements/\)](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/signature-false-statements/)

[New employee probationary period](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/probationary-period/)

[\(https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/probationary-period/\)](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/probationary-period/)