

## Job Announcement Number

BRF240031

# Overview

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### Job Title

Instructor of Mathematics

### Agency

U.S. Military Academy

### Open & Closing Dates

09/19/2024 to 09/29/2024

### Salary

\$85,236.00 to \$110,803.00 Per Year

### Locations

West Point, New York

### Telework Eligible

Yes - as determined by the agency policy.

### Relocation Expenses Reimbursed

No

### Work Schedule

Full-time

### Promotion Potential

None

### Supervisory Status

No

### Drug Test

No

### Trust Determination Process

Suitability/Fitness

### Bargaining Unit Status

No

### Department

Department of the Army

### Hiring Organization

US Military Academy Preparatory School (USMAPS)

### Application Count

N/A

### Pay Scale & Grade

GS-11

### Remote Job

No

### Travel Required

Not required

### Appointment Type

Permanent

### Service

Excepted

### Job Family (Series)

1701 - General Education And Training

### Security Clearance

Not Required

### Position Sensitivity And Risk

Non-sensitive (NS)/Low Risk

### Financial Disclosure

No

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# Summary

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### About the Position:

The U.S. Military Academy, West Point, NY is an academic institution located in the Hudson River Valley, 50 miles from New York City. The historic site is the oldest continuously occupied military post in America. West Point is a self contained city with housing, a Department of Public Works, libraries, hospital, fire department, chapels, and restaurants. Employees have access to Eisenhower Hall Theater, Hudson Valley's performing arts center, and recreational facilities.

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# Learn More About This Agency

## Marketing Message

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.

The Army values diversity of perspectives, backgrounds, cultures and skills, which connects employees to organizations that are committed to building an inclusive work environment where they can contribute to their fullest potential.

## Marketing Link

N/A

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# This Job Is Open To

## Hiring Paths

The public

9/13/2024 8:26 EDT

## Hiring Paths Clarification Text

See "Who May Apply" in the "Qualifications" section for more information on who is eligible to apply for this position.

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## Videos

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### Marketing Video Link 1

N/A

### Marketing Video Link 2

N/A

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## Duties

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### Responsibilities

Serve as an Instructor in the Mathematics Department, United States Military Academy Preparatory School (USMAPS).

Teach classes in algebra/trigonometry, and calculus. Select and uses educationally and developmentally appropriate teaching methods deemed most effective for students of diverse and/or disadvantaged backgrounds.

Assist in developing course material for a triple track mathematics program to include curricula, quizzes, and examinations within specific course areas assigned by the Director of Mathematics.

Contribute to program evaluation to assess effectiveness and ensure curricula meets high standards.

Generate periodic reports on individual and collective student performance and provide recommendations for remediation and admission to the United States Military Academy.

Attend and participate in professional meetings and seminars within and outside the Department, school, or USMAPS and maintains professional contacts within area of specialization to share and broaden teaching knowledge and experience.

Set standards for and maintains good order and discipline within the classroom and other academic and school activities.

Prepare, administer, and grade formative and summative assessments.

Serve as a faculty representative on various committees.

Serve as a role model and support the personal and professional development of Cadet Candidates in and out of the classroom.

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## Requirements

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### Conditions Of Employment

Appointment may be subject to a suitability or fitness determination, as determined by a completed background investigation.

Appointment to this position is subject to a one-year trial/probationary period unless the appointee has previously met the requirements as described in 5 CFR Part 315.

### Qualifications

**Who May Apply:** All U.S. Citizens

**This is a full-time permanent appointment in the Excepted Service.**

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](#).

### Basic Requirement for Instructor of Mathematics:

**A.** Degree: Bachelor's degree (or higher degree) that included or was supplemented by major study in education or in a subject-matter field appropriate to the position, such as Mathematics Education or another closely related field. (You must include a copy of your transcripts with your application package.)

**-OR-**

**B.** Combination of Education and Experience: Courses equivalent to a major in education, or in a subject-matter field appropriate to the position, such as Mathematics Education or another closely related field, plus appropriate experience or additional course work that provided knowledge comparable to that normally acquired through the successful completion of the four-year course of study described in A above. (You must include a copy of your transcripts with your application package.)

**In addition to meeting the basic requirement above, to qualify for this position you must also meet the qualification requirements listed below:**

**Specialized Experience:** One year of specialized experience which includes the use of instructional techniques and educational principles to effectively instruct and to prepare and administer materials designed to teach mathematics. This definition of specialized experience is typical of work performed at the second lower grade/level position in the federal service (GS-09).

-OR-

**Education:** Ph.D. or equivalent doctoral degree or 3 full years of progressively higher-level graduate education leading to such a degree in a field which demonstrates the knowledge, skills, and abilities necessary to do the work of the position, such as: Mathematics Education or another subject-matter field appropriate to the position. (You must include a copy of your transcripts with your application package.)

-OR-

**Combination of Education and Experience:** A combination of education and experience may be used to qualify for this position as long as the computed percentage of the requirements is at least 100%. To compute the percentage of the requirements, divide your total months of experience by 12. Then divide the total number of completed graduate semester hours (or equivalent) beyond the second year (total graduate semester hours minus 36) by 18. Add the two percentages. (You must include a copy of your transcripts with your application package.)

**You will be evaluated on the basis of your level of competency (knowledge, skills and abilities) in the following six areas:**

- 1. Academic Accomplishment:** (Master's degree or Ph.D. preferred) in Mathematics Education or mathematics teaching experience supported by course work indicating knowledge of the mathematics education field and principles, methods, and techniques applicable to the teaching of mathematics. Evidence of continued professional development in the area of teaching mathematics in a post high school/college level remedial mathematics program is a plus.
- 2. Teaching:** Ability to teach Algebra, Trigonometry, Precalculus, Calculus or related applied fields of mathematics with students from diverse backgrounds needing remediation in preparation for admission to a four-year college program.
- 3. Curriculum Development and Program Evaluation:** Ability to develop mathematics curricula for a post high school/college level remedial mathematics program, and to contribute to program evaluation.
- 4. Counseling:** Ability to support the personal growth and development of cadet candidates in and out of the classroom, to include serving as a role model for future West Point cadets and Army Officers.
- 5. Service:** Ability to serve the department and preparatory school by participation in and contribution to governance, professional outreach activities, and/or contributions to professional societies and organizations.
- 6. Administration:** Ability to execute administrative duties.

## Education

Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. 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> and <http://www.ed.gov/adms/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. Please submit your foreign education evaluation with your application. For further information, visit: <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.
- Selection is subject to restrictions resulting from Department of Defense referral system for displaced employees.
- If you have retired from federal service and you are interested in employment as a reemployed annuitant, see the information in the [Reemployed Annuitant](#) information sheet.
- This is a Career Program (CP) 31 - Education Services position.
- Multiple positions may be filled from this announcement.
- Salary includes applicable locality pay or Local Market Supplement.
- Payment of Permanent Change of Station (PCS) costs is not authorized, based on a determination that a PCS move is not in the Government interest.
- This position is not eligible for regular, and recurring telework. This position is eligible for situational telework only, including emergency and OPM prescribed "unscheduled telework". Situational telework is sometimes also referred to as episodic, intermittent, unscheduled, or ad-hoc telework. Situational telework is approved on a case-by-case basis, where the hours worked were not part of a previously approved, ongoing, and regular telework schedule.

## Benefits Link

<https://www.usajobs.gov/Help/working-in-government/>

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# How You Will Be Evaluated

## How You Will Be Evaluated

Once the application process is complete, a review of your application package will be made to determine your eligibility, qualifications and

quality ranking for this position. Your application package (Cover letter, resume/curriculum vitae, academic transcripts, narrative addressing the six KSAs, and a list of three (3) references) will be evaluated by a faculty search committee and final selection will be made via interview by the selecting official.

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.

**Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.**

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## Required Documents

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### Required Documents

All applicants are required to submit a complete application package.

**Application packages must include:**

**1. Cover letter**

**2. Resume or Curriculum Vitae (CV)**

- Your resume or curriculum vitae may be submitted in any format and must support the specialized experience described in this announcement.
- If your resume or curriculum vitae 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. No personal photos.
- For qualifications determinations your resume or curriculum vitae 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 or curriculum vitae does not contain this information, your application may be marked as incomplete, and you may not receive consideration for this position.
- For additional information see: [What to include in your resume.](#)

**3. Academic Transcript(s)**

- This position has an individual occupational requirement and/or allows for substitution of education for experience.
- If you meet this requirement based on education, you **MUST** submit a copy of your transcript with your application package or you will be rated ineligible.
- For additional information see: [Transcripts and Licenses.](#)

**4. Narrative addressing the six KSAs**

**5. List of three (3) References**

**Applicants may also submit the following supporting document type(s), which may not be required for all applicants:**

1. If you are a current Army employee serving on a permanent excepted service appointment, your application **MUST** include the document(s) which prove your eligibility such as a copy of your most recent SF-50, Notification of Personnel Action. The [Proof of Eligibility](#) document describes what document(s) are required to prove your eligibility.

2. You **MUST** submit documents verifying your veteran's preference or military spouse preference if you are claiming these preferences. These documents may include, but are not limited to:

- For Military Spouse Preference (MSP PPP) claims you must submit a copy of your sponsors Permanent Change of Station (PCS) orders, Marriage Certificate, and MSP PPP Checklist.
- For verification of Veteran status, DD-214 (**Which indicates character of service**), SF-15, VA Letter as applicable and/or Activation/Deactivation orders.

3. If you are currently serving on active duty:

- A statement of service from your unit identifying the branch of service, period(s) of service, campaign badges or expeditionary medals earned, type of discharge, character of service, and the date you will be separated or be on approved terminal leave.
- If you supply a statement of service at this stage, your preference/eligibility will be verified by a DD-214 (**Member 4 Copy**) upon separation from the military.
- For more information about Veteran's Preference, please click this link: <https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/>.

**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.**

**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.

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## How To Apply

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## How To Apply

To apply for this position, your complete application package must be submitted by 11:59 PM (EST) on the 09/23/2024 of the announcement to receive consideration. It is recommended that you include your first and last name on all documents.

### Application packages must include:

1. Cover letter
2. Resume or Curriculum Vitae
3. Academic Transcripts
4. Narrative addressing the six KSAs
5. List of Three (3) References
6. DD-214, if claiming veteran's preference
7. Statement of service from your unit, if currently serving on active duty
8. Copy of Sponsor's Permanent Change of Station (PCS) orders and marriage certificate, and MSP PPP Checklist if claiming military spouse preference

**In order to receive full consideration, applications should be postmarked or received by the closing date of this announcement.**

### Submit your complete application package to the following (Electronic submissions required):

United States Military Academy Preparatory School  
Attention: Ms. Renee Johnson  
950 Reynolds Road  
West Point, New York 10996  
Or  
Email (preferred method): [renee.johnson@westpoint.edu](mailto:renee.johnson@westpoint.edu)

## Agency Contact Information

### Questions About This job

Army Applicant Help Desk  
Help Desk URL: [https://portal.chra.army.mil/hr\\_public?id=app\\_inq](https://portal.chra.army.mil/hr_public?id=app_inq)

### Agency Information

BR-W1FBAA US MILITARY ACADEMY  
DO NOT MAIL  
West Point, NY 10996

## Next Steps

Requests for further information may be submitted to:  
Ms. Renee Johnson  
United States Military Academy Preparatory School  
950 Reynolds Road  
West Point, NY 10996  
Phone: 845-938-1930  
Email: [renee.johnson@westpoint.edu](mailto:renee.johnson@westpoint.edu)

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## Release URL

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N/A