OUTREACH NOTICE

PINE KNOT CIVILIAN CONSERVATION CENTER
DANIEL BOONE NATIONAL FOREST

PERMANENT POSITION

The Pine Knot Civilian Conservation Center in Pine Knot, KY is recruiting for the following position:

Teacher Supervisor, GS-1710-11

Announcement #:

IMPORTANT NOTES:

The incumbent serves as a teacher in the academic setting, and establishes a learning environment in which students can develop their ability to make rational and informed decisions relevant to their needs.

This position is subject to applicant and random drug testing in accordance with USDA Department Regulation 4430-792-2.

DUTIES: (The duties described reflect the full performance level of this position)

Supervisory Responsibility Exercises supervisory controls, both full technical and administrative, over subordinates with responsibility for making assignments, observing methods and progress, advising on problems with the counseling programs, and for rating performance and approving leave. Plans the work to be accomplished by subordinates to include setting goals and priorities. Assigns work to subordinates based on priorities, difficulty, and requirements of the assignment, and the capabilities of the employees. Evaluates performance of subordinates. Counsels and instructs employees on counseling and administrative matters. Interviews candidates for counseling positions; makes recommendations for appointments, promotion and reassignment. Hears and resolves complaints from employees regarding grievance and serious employee complaints. Refers grievances and serious complaints not resolved to Center Director or appropriate staff. Takes action in minor disciplinary measures either through warnings or reprimands. Responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to assure the accomplishment of affirmative action objectives and by adhering to nondiscriminatory employment practices in regard to race, color, religion, sex, national origin, age, or disability. Specifically, incumbent initiates nondiscriminatory practices and affirmative action for the area under his/her supervision in the following: (1) merit promotion of employees and recruitment and hiring of applicants; (2) fair treatment
of all employees; (3) encouragement and recognition of employee achievements; (4) career
development of employees; and (5) full utilization of their skills.

Specific Duties Selects teaching materials from sources provided by Job Corps and approves
recommendations made by staff as to texts, teaching aids, library books, periodicals,
classroom and recreational material and equipment, general supplies, etc. Utilizing
professional knowledge, staff recommendations, and program evaluations, the incumbent
plans, organizes, and implements an academic program, within approved budgetary and
staffing guidelines, which encompasses the Job Corps education objectives and guidelines.
Continually analyzes the education program, its effectiveness, weaknesses and progress,
and revises/recommends revisions, modifications, or establishment of new policies,
methods, and procedures. Schedules and conducts staff meetings for various purposes,
such as to discuss regulations, directives, policies, procedures, curricula, student discipline,
inter/intra departmental problems and/or procedures. Designates certain responsibilities to
other education staff, such as audio-visual coordinator, field trip coordinator, testing
coordinator, and GED testing. Interacts with other departments and staff in planning,
organizing, and implementing enrollment procedures. Utilizing available data, provides for
student placement and student assignment to proper classes while striving for balanced
class loads and effective utilization of available equipment, facilities, and staff. Arranges for
proper awards and certificates to be awarded to deserving students. Ensures that each
enrollee's educational records are kept up to date. Maintains data on the Center's
performance in relation to its goals such as program completers, GED graduates, etc.
Conducts interviews with students to ensure that they are aware of their own placement in
each program, requirements for advancement and completion, where materials are
located, etc. Administers standardized and approved tests to determine the students' 
academic needs, evaluate the educational program and measure student progress.
Institutes remedial measures for educationally or socially challenged students to bring them
up to the desired level of achievement and insure maladjusted students are given the
special help they require. Prepares daily schedule of school activities, arranging class
schedules to meet special situations. Ensures instructional coverage for classrooms during
absence of regular teachers. May be required to teach one or more classes on a recurring or
substitute basis and is responsible for maintaining proficiency as a full performance teacher.
Performs other duties as assigned. Required to operate a Government-owned or leased
vehicle.

OUTREACH RESPONSE: (Please respond no later than 5/30/2013)

Interested applicants desiring further information should contact Allen Vaughn by phone at
606-354-4245 or email arvaughn@fs.fed.us. If you are interested in this position, please
complete the Outreach Response Form and return it to the email address or fax number
listed on the response form. Respondents will receive further instruction on the application
process at the end of the outreach period. Those interested may review www.usajobs.com,
the U.S. government's official site for jobs and employment information. All applicants that
return the Response Form will be notified of the vacancy announcement number once it is
posted on USA Jobs.
HOW TO APPLY:

The vacancy announcement for this position will be posted on the U.S. Government's official website for employment opportunities at: www.usajobs.com. Once the announcement is posted, all who responded to the outreach notice will be contacted by email to let you know what the vacancy announcement number will be for this position.

About the Pine Knot Job Corps Center:

The Center is located within the boundaries of the Daniel Boone National Forest, but is administered by the US Forest Service Job Corps National Office in Denver, Colorado. The Daniel Boone National Forest encompasses an area of approximately 692,536 acres, from Morehead, in northern Kentucky, to the Tennessee and Virginia border.

Offices on the Daniel Boone National Forest include:
Supervisor's Office, Winchester, KY
London Ranger District, London, KY
Morehead Ranger District, Morehead, KY
Redbird Ranger District, Manchester, KY
Stanton Ranger District, Stanton, KY
Stearns Ranger District, Whitley City, KY

The Center has the following five organizational areas:
Administration
Counseling
Education
Residential Living
Vocation

Pine Knot Job Corps Center has been a training program that has served generations of young adults through intensive programs of education, vocational training, work experience and counseling since 1965. The basic responsibility of the Job Corps Program is to give America's disadvantaged youth between the ages of 16 and 24 the opportunity to develop needed vocational skills and to earn an education. This contributes to their ability to more fully participate in the world of work and citizenship.

The Job Corps Mission is to create a safe, secure, supportive and clean environment for our students that is conducive to their accomplishing the maximum academic, vocational, social, and employability skills. This will enable them to obtain the tools necessary to be employable, productive, responsible members of society.

The Pine Knot Job Corps Center is located approximately 90 miles south of Lexington, KY and approximately 80 miles north of Knoxville, TN. The Center has the capacity to house and train 175 students. The Center is closely tied to the community to provide additional training opportunities for the students through an active work experience program.
Pine Knot offers training in the following career technical training fields:
Auto Mechanics
Culinary Arts
Urban Forestry
Welding
Union Brick Masonry
Union Carpentry
Information Technology

Career Technical Training is accomplished through work experience training and classroom instruction. The length of the career technical training programs on Center varies, but, as a rule, each trade is approximately 800-1200 hours and length of stay is from 10 to 24 months.

Pine Knot offers a broad-based educational program. All students must participate in education as well as vocational training. Placement in education is based on tests administered upon entrance. This allows students to progress at a rate consistent with their abilities. Small classes provide individual attention throughout the program. Pine Knot is an accredited high school by the state of Kentucky. The Center awards high school diplomas as well as GED Certificates upon completion of the total academic and vocational training programs.

Three dormitories (one co-ed, two male) housing 64 students each comprise the residential living quarters on Center. The Residential Living staff is responsible for maintaining the living area, providing social skills training and for providing a well-rounded recreational program.

About Pine Knot:
Pine Knot is located in a rural setting on Highway 27 in McCreary County, Kentucky. McCreary County has approximately 15,000 residents and consists mostly of forestlands and mountainous terrains. The basic economy is made up of several manufacturing companies, small individually owned businesses, logging, the local school system and the Job Corps Center. It is a small rural close-knit community.

There are many beautiful tourist attractions in McCreary County and the surrounding areas. Some include natural wonders such as Cumberland Falls State Park, Yahoo Falls and Natural Arch. There are several miles of developed trails, Blue Heron Mining Community, Big South Fork Recreation area, and many other activities and fun things to do.

The community around Pine Knot and McCreary County offers 3 motels, a motor lodge, and a variety of fast food and family restaurants, a public library, several medical and dental facilities, two banks, a golf course, a senior citizen center, several volunteer fire departments, sheriff's department, county offices, softball and baseball fields, and numerous churches of all denominations. Numerous shopping facilities are located within a 30 mile radius of the Center. Housing is available in the $40,000 to $80,000 range. Rentals are available on a somewhat limited basis with average rental costs of $250 to $500 per month. McCreary County also has a community technical college system, one central high school, one middle schools (grades 6-8), and three elementary schools (grades K-5).