

# United States Department of the Interior

BUREAU OF INDIAN EDUCATION

Human Resources

P.O. Box 769

Albuquerque, New Mexico 87103

IN REPLY REFER TO

Memorandum

DEC 22 2008

To: All Education Line Officers  
Principals  
Program Managers/Supervisors  
Business Managers/Technicians

From: Director, Bureau of Indian Education *[Signature]*

Through: BIE Human Resources Officer *[Signature]*

Subject: Excepted Qualification/Job Category Standard 13-04, Home Living Assistant, CE/CY-1702

## BACKGROUND

On December 5, 2007, the notice of regulatory changes concerning the minimum academic standards and national criteria for Homeliving programs administered under the Bureau of Indian Education (BIE) funded school system were published in the Federal Register, Volume 72, No. 233. The final regulations came out in 25 CFR Part 36.75, on April 1, 2008, covering the definitions and new personal qualifications requirements for our Homeliving Program Staff, which includes all employees responsible for direct supervision of students in the homeliving area. The personal qualifications criteria for our homeliving staff has changed significantly with the implementation of these statutory changes.

## PURPOSE

This memorandum is to provide guidance on, and implement the revised Excepted Job Category Standard 13-04 for Home Living Assistant, CE/CY-1702, being issued in response to the regulatory changes.

## JOB CATEGORY COVERAGE

This Excepted Job Category Standard 13-04, Home Living Assistant, CE/CY-1702, supersedes and replaces the Excepted Job Category Standard 13-03, which was issued in July 2004.

## GUIDANCE AND IMPLEMENTATION

The 25 CFR Part 36.75 now states, "Homeliving Program Staff must have a least 32 post secondary semester hours ( or 48 quarter hours) in an applicable academic discipline, including fields related to working with children, such as, child development, education, behavioral sciences and cultural studies." The new education requirements for Home Living Assistant positions are incorporated into the revised Excepted Job Category Standard 13-04, Home Living Assistant, CE/CY-1702.

The new Excepted Job Category Standard applies immediately to all actions under P.L. 95-561 Contract Education Personnel System involving advancements and new contracts for Home Living Assistant positions.

For this school year 2008-09 we will operate under the current Excepted Job Category Standard 13-03 for all Home Living assistants already on board with BIE. In the meantime, BIE is in the process of requesting technical change to the new regulations to implement the changes for the 2012-13 school year.

## SUMMARY

To reiterate, (1) Effective immediately, the new qualifications requirements will apply to all new personnel contracts and advancements under P.L. 95-561. (2) Excepted Job Category Standard 13-03 will remain in effect to cover BIE Home Living Program staff for now. (3) Further instructions will be issued as soon as we receive the technical change.

## TECHNICAL ASSISTANCE

Questions concerning the application of the new standard to position actions may be directed to Doris A. Willie, Human Resources Specialist, at (505) 563-5307, or by email [dwillie@bia.edu](mailto:dwillie@bia.edu). Questions concerning personnel actions may be addressed to Vivian Pacheco, Human Resources Specialist, at (505) 563-5312, or by email [vpacheco@bia.edu](mailto:vpacheco@bia.edu). Or contact Kay Hayes, BIE Human Resources Officer, at (505) 657-5300, or by email [khayes@bia.edu](mailto:khayes@bia.edu).

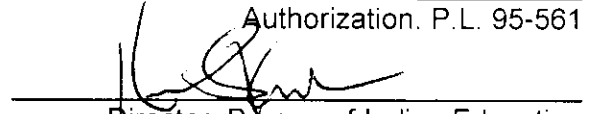
Attachments

Category 1702

Exc. Qual. Std. 13-04

Approved July 2008

Authorization. P.L. 95-561

  
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Director, Bureau of Indian Education

## HOME LIVING ASSISTANT

### CATEGORICAL PAY LEVEL:

Minimum Pay Level: 01

### DESCRIPTION OF WORK:

The Home Living Assistant normally works under the general supervision of the Dormitory Manager in an assigned dormitory. Incumbent performs childcare, juvenile or young adult related duties in a dormitory environment, which assures the functioning of a well-balanced home living program for students who reside in a Bureau of Indian Education dormitory on a 24 hour basis (5 days and/or 7 days basis). The duties of the Home Living Assistant combines the functions of practical instruction and guidance of students during out of school hours, e.g., personal hygiene, care of clothing, grooming, good manners, handling of money, conduct, adjustment, respect of property and house keeping. Home Living Assistants may prepare teaching aids and present formal lessons under the direction of the Home Living Specialist. Others may provide one-on-one tutoring of residential students. Additionally, they are responsible for the security and safety of a dormitory during night hours. The work typically include providing home living experiences, administering medication and home nursing care and insuring appropriate medical and law enforcement services, or other emergency services, as needed.

### POSITION TITLE:

Official title is *Home Living Assistant*.

### LEVEL OF RESPONSIBILITY:

The Home Living Assistant is responsible for full range of assistant work associated with residential life of boarding students and is responsible for the welfare of students in the assigned unit as well as student health, welfare and security during the night hours. The Dormitory Manager assigns work by defining objectives, work schedules and priorities, and provides guidance on difficult or new assignments. Tour of duty is expected to be completed in accordance with standard operating procedures, accepted student residential life practices, policies and procedures. Performance is evaluated in terms of completed work and technical soundness, consistency, and compliance with BIE Residential Life policies and requirements.

BASIC EXPERIENCE AND EDUCATION REQUIREMENTS:

PAY LEVEL	EDUCATION	EXPERIENCE (YEARS)
01 Home Living Assistant	Completed at least 32 semester or 48 quarter hours of study in applicable discipline from an accredited institution of higher education.	None

Applicable academic disciplines includes fields related to working with children, such as child development, education, behavioral sciences and cultural studies.

Qualifying experience should be in the same line of work or similar job involving working with school children.

CONDITION OF EMPLOYMENT:

If the position requires operation of a motor vehicle in performance of work, a valid State Driver's license is a prerequisite. Some positions involve work transporting students or conducting other assigned official business throughout the geographic jurisdiction of the Education Line Office. A valid State Driver's license must be maintained as a condition of employment; failure to do so may result in removal from the position.

If the position requires operation of school buses, a Commercial Driver's License (CDL) is an absolute requirement. A valid CDL must be maintained as a condition of employment; failure to do so will result in removal from the position. In accordance with Department of Interior/Bureau of Indian Affairs' Drug-Free Workplace Program all positions with CDL requirements are "Testing Designated Positions". Therefore, as a condition of employment, incumbents of these positions are subject to random drug testing. (Note: If required to drive a school bus it should be stated in the position description and identified as such.)

PHYSICAL REQUIREMENTS:

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. In most instances, an amputation of an arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must possess emotional and mental stability.

The position requires normal physical activity with the work, field travel, and to attendance at meetings and conferences from the duty station.