



IN REPLY REFER TO

United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Office of Indian Education Programs
Human Resources Office
P.O. Box 769
Albuquerque, New Mexico 87103

JAN 22 2003

Memorandum

To: Director, Office of Indian Education Programs
From: *[Signature]* Human Resources Officer *[Signature]*
Subject: Excepted Qualification Standard 11-01, CE/CY-1710

In pursuant to 62 BIAM 11.15D attached for your approval is the revised Excepted Qualification Standard 11-01, Education Specialist, Category 1710. This Standard cancels and replaces the existing Excepted Qualification Standard 11, Education Specialist, Category 1710, approved March 19, 1980. If you have any questions, please contact Ms. Doris A. Willie, Classification Officer, at (505) 248-6970.

Attachment

U.S. DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
2003 JAN 28 A 9:28
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OIEP
01-1788
JAN 23 2003

Category 1710
Exc. Qual. Std. 11-01
Approved January 2003
Auth. P.L. 95-561

William T. Feltz, Jr.
DIRECTOR, OIEP
January 23, 03

EDUCATION SPECIALIST

CATEGORICAL PAY LEVELS:

Minimum Pay Level: 05
Maximum Pay Level: 07

DESCRIPTION OF WORK:

These positions require professional knowledge of education theories, principles, procedures and practices of education and training to function as education program specialist at the school and line office level. This professional knowledge requires additional knowledge of a program or programs as in the case of the program coordinator in one or more education disciplines. The work involves planning, administering, coordinating, promoting, improving and/or contributing toward improvement of education programs, policies, standards, activities, and opportunities at the school and line office level. The position may require a person skilled in group leadership, in the demonstration of techniques and methods and in carrying out research. Major responsibilities includes planning, advising and evaluating in the specialty field(s).

POSITION TITLES AND LEVEL OF RESPONSIBILITY:

05 Level – Education Specialist: Level 05 specialists applies a knowledge of established education principles and techniques in coordinating and administering segments of education program(s) at the school or line office level, involving provision of technical advice to the principal or line officer with program management and evaluation responsibilities. Assignments typically require application of conventional analytical and investigative techniques. The objectives are generally defined and accomplished with guidance of precedents or standard practices.

06 Level – Education Specialist: Level 06 specialists applies a knowledge of advanced education principles and practices to a wide range of duties in a broad functional or specialized area of education such as special education or school reform at the education line office level. Skill in adapting and extending education principles to significant projects and problems for which there are no precedents. The specialist provides technical assistance to staff and line officers in a specialized area. The position have an in depth

evaluation responsibilities, making recommendations and initiating program changes for improvement based on evaluation data with supervisory approval.

07 Level – Education Specialist: Level 07 specialists applies a mastery of education principles and practices to a broad functional or specialized area of education and in applying, developing criteria or requirements for, testing, and evaluating new approaches for major education problems. Recognized as the expert in the broad area of education to which assigned, the specialist provides technical and evaluative services to the Education Line Officer and eight or more Bureau operated schools. In addition to 06 level responsibilities, the incumbent provides leadership and supervision to a number of education specialists at the schools and line office, and designs and implements original innovative research/operative/evaluation programs, which have significant impact on school programs.

Use the basic title without parenthetical specialty title as the official position title for those positions that include two or more specialized business functions when none predominates or no established specialty. Use the following parenthetical titles for positions to denote specialty area: special education, school reform, and FACE.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

Level 05 – Specialist: Bachelors Degree in related field and two years related experience.

Level 06 – Specialist: Masters Degree in related field and three years related experience.

Level 07 – Specialist: Masters Degree in related field and four years related experience.

A Bachelor's Degree in an appropriate education field (or related areas such as those required under P.L. 95-142) with a minimum of 12 semester hours of course work in the particular area of specialization is required for the 05 level.

One year of successful experience equivalent to the next lower level of difficulty is required for advancement to each level above level 05.

A Masters' Degree in appropriate education field (or related areas) plus 3 years appropriate experience is required for the 06 level.

A Masters' Degree in appropriate education field (or related areas) plus 4 years appropriate experience is required for the 07 level.

All professional educators must also meet the Certification standards for their position in the State where the position is located. Emergency and provisional certificates may be accepted under the conditions they are issued by the state certification authority.

Qualifying experience is teaching experience or other professional education experience related to the position. Additionally, the specialist is required to be current with all pertinent education legal issues relative to area of specialty.

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; except that some positions may be suitable for persons who are blind or deaf. In most instances, an amputation of 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 mental and emotional stability.

The position requires normal physical activity, field travel, and attendance at meetings and conferences away from the duty station. Provision of field services involves operation of motor vehicle, which requires possession of current State Driver's license.