



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

MAY 17 2006

Memorandum

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

From: BIE Human Resources Officer *Kay Hayes*

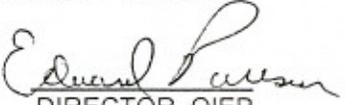
Subject: Excepted Qualification/Job Category Standard 12-04, Education Technician, CE/CY-1702

Attached for your immediate use is the Excepted Qualification/Job Category Standard 12-04, Education Technician, CE/CY-1702, approved in May 2006. This standard cancels and replaces the Job Category 12-03, Education Technician, CE/CY-1702, approved in March 2006. The change was made in the basic experience requirement for Level 01. The requirement for 6 months experience in addition to 48 semester hours of higher education study in the first part of Level 01 was deleted, and the latter portion is intact. The new standard applies immediately to all advancements, new contracts, and contract renewals.

If you have any questions, please contact Ms. Doris A. Willie, OIEP Human Resources Specialist, at (505) 563-5307, or Kay Hayes, OIEP Human Resources Officer, at (505) 563-5300.

Enclosure

Job Category: 1702
Excepted Qual Standard: 12-04
Approved May 2006
Authority: P.L. 95-561


DIRECTOR, OIEP

EDUCATION TECHNICIAN

CATEGORICAL PAY LEVEL

Minimum Pay Level: 01
Maximum Pay Level: 02

DESCRIPTION OF WORK

The Education Technician performs duties on a paraprofessional level in support of professional educators. Responsibilities may include -- (1) providing one-on-one tutoring for eligible students; (2) assisting with classroom management, such as organizing instructional and other materials; (3) providing assistance in a computer laboratory directly related to classroom instructions; (4) conducting parental involvement activities; (5) to provide support in a library or media center; or (6) providing instructional services to students under direct supervision of a professional educator. Incumbent may operate outside the classroom where the employee assists in a specialized education area under direct supervision of a professional educator.

LEVEL OF RESPONSIBILITY

This position include actual participation with the planning of instructing, preparing lesson plans, and doing independent teaching under the close supervision of a professional educator. Position is expected to function at a significantly higher level than is expected of an education aide but require direct supervision of a professional educator.

POSITION TITLE:

Official title is *Education Technician*. Official title may be supplemented with parenthetical designator to denote unique program area only, e.g., Education Technician (Special Education), Education Technician (Baby Face), Education Technician (Parent Educator), etc.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS

Combination of the following education and experience is the minimum qualifications:

Level 01 – Completed at least 48 semester hours of study at an institution of higher education; OR Met a rigorous standard of quality, demonstrated through a formal State or local academic assessment test, plus 1 year of experience. Assessment test should demonstrate knowledge of, and the ability to assist in instructing, reading, writing and mathematics; (or, if appropriate, reading readiness, writing readiness, or mathematics readiness).

Level 02 – Obtained an Associates (or higher) Degree or completed 60 hours of study from an institution of higher education, plus 1 year of experience.

Experience should be in the same line of work or one which is basically similar to the education position the employee is being placed in.

SUBSTITUTION

A Bachelor's Degree in Education or equivalent degree meets basic requirements for the position.

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 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 have mental and emotional stability.

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