



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*

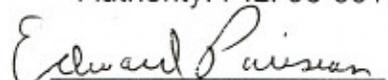
Subject: Excepted Qualification/Job Category Standard 20-01, Principal Teacher/Head Teacher, 1710

Attached for your immediate use is the Excepted Qualification/Job Category Standard 20-01, Principal Teacher/Head Teacher, 1710, approved in April 2006. This standard cancels and replaces the Job Category 20, Principal Teacher/Head Teacher, dated September 11, 1991. The prominent change is deletion of the automatic staffing differential, which is now covered by a separate procedure. 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: 1710
Excepted Qual. Standard: 20-01
Approved: April 2006
Authority: P.L. 95-561


Director, OIEP

PRINCIPAL TEACHER/HEAD TEACHER

CATEGORICAL PAY LEVELS:

Minimum Pay Level: 14
Maximum Pay Level: 17

DESCRIPTION OF WORK:

This job category covers positions that have in addition to being a regular classroom teacher the responsibility for the administration of an education department within a school, or the management of a small school with limited resources. In the latter scenario, administrative support services and technical assistance are provided by the Education Line Office.

LEVEL OF RESPONSIBILITY:

These positions typically carry out programs that are mainly covered by established guidelines and precedents.

POSITION TITLE:

Principal-Teacher is the official title for positions that serve as administrative head of a small school with limited resources that cannot support a full-time Principal.

Head Teacher is the official title for positions that serve as leader of a department or a specialty area within a school, such as language arts, special education, elementary education, etc.

BASIC EXPERIENCE AND EDUCATION REQUIREMENTS:

Pay Level	14	15	16	17
Education	Master's Degree	Master's + 15	Master's + 30	Doctorate
Experience (years)	2	2	2	2

The minimum requirements are the same as the Teacher position for the grade level which the incumbent is to teach or supervise and at least 12 semester hours of school administration. State certification as a teacher at the appropriate level and/or specialty area is required.

Qualifying experience will be in teaching, school administration, counseling or other professional education experience related to the position.

CONDITION OF EMPLOYMENT:

A valid State Driver's license is a prerequisite, if the position requires operation of a motor vehicle in performance of work. 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. (Note: Condition of employment should be stated in the position description for these positions 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 except that some positions may be suitable for persons who are blind or deaf. In most instances, and amputation of arm, hand, leg or foot will not disqualify and applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, incumbents 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.