



IN REPLY REFER TO

United States Department of the Interior

BUREAU OF INDIAN EDUCATION

Human Resources

P.O. Box 769

Albuquerque, New Mexico 87103

JUL 22 2008

Memorandum

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

From: Director, Bureau of Indian Education *Kevin Stinson*

Through: BIE Human Resources Officer *Kelli Hoyer*

Subject: Excepted Qualification/Job Category Standard 09-01, Residential Life Manager, 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 Home Living programs. Home Living managers (Dormitory managers) are covered by these changes, which are defined as those positions that are responsible for directly supervising Home Living Program staff and students, and/or assist Residential Life specialists in carrying out the residential life programs.

PURPOSE

This memorandum is to provide guidance on, and implement the revised Excepted Job Category Standard 09-01 for Residential Life Manager, CE/CY-1702, being issued in response to the regulatory changes.

JOB CATEGORY COVERAGES

This Excepted Job Category Standard 09-01, Residential Life Manager, CE/CY-1702, supersedes and replaces the Excepted Job Category Standard 09, Dormitory Manager which was approved March 19, 1980. Please note that the title was changed in consonance with today's terminology in the field of Residential Life.

GUIDANCE AND IMPLEMENTATION

The 25 CFR Part 36.75 now states, "Home Living Manager must be qualified based on the size and complexity of the student body but must at a minimum have an associate's degree no later than 2008." The new education requirements are incorporated into the revised Excepted Job Category Standard 09-01, Residential Life Manager, 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 Residential Life Manager positions.

For this school year 2008-09 we will operate under the current Excepted Job Category Standard 09 for all Dormitory Manager 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

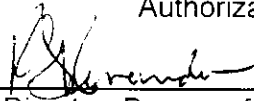
(1) Effective immediately, the new qualifications requirements will apply to all new personnel contracts and advancements under P.L. 95-561. (2) Excepted Job Category Standard 09 will remain in effect to cover current employees (Dormitory Manager) employed under this standard. (3) Further instructions 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. Questions concerning personnel actions may be addressed to Vivian Pacheco, Human Resources Specialist, at (505) 563-5312, or by email vpacheco@bia.edu. Or contact Kay Hayes, BIE Human Resources Officer, at (505) 657-5300, or by email khayes@bia.edu.

Attachments

Category 1702
Exc. Qual. Std. 09-01
Approved July 2008
Authorization. P.L. 95-561



Director, Bureau of Indian Education

RESIDENTIAL LIFE MANAGER

CATEGORICAL PAY LEVEL:

Pay Level: 02

DESCRIPTION OF WORK:

This job category covers positions that directly supervise a Home Living Program and/or assist professional Home Living Specialists in the day to day supervision, counseling, health and welfare of students residing in dormitories. These positions plan and manage a well-balanced residential life program for students who reside in a Bureau of Indian Education dormitory on a 24 hour basis (5 days and/or 7 days basis). They are responsible for planning and supervising the operations of residential life programs, including the health, security and safety of residents.

LEVELS OF RESPONSIBILITY:

The Residential Life Manager position may be supervised by a professional Home Living Specialist, and may assist the Home Living Specialist in carrying out the total Residential Life program for the students within assigned area.

POSITION TITLE:

Official title is *Residential Life Manager*.

BASIC EXPERIENCE AND EDUCATION REQUIREMENTS:

PAY LEVEL	EDUCATION	EXPERIENCE (YEARS)
02 Residential Life Manager	1. Obtained an Associates Degree (or higher) in applicable discipline from an accredited institution of higher education. 2. Or, completed 60 semester hours of study in applicable discipline from an accredited institution of higher education.	1 year Of residential life /homeliving related work

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.