



## United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

Human Resources Office - BIE  
1011 Indian School Road NW, Suite 150  
Albuquerque, New Mexico 87104

IN REPLY REFER TO:

**August 15, 2017**

### Memorandum

To: Bureau of Indian Education  
ADD, Bureau Operated Schools  
ADD, Tribally Controlled Schools  
ADD, Navajo Schools  
All Education Program Administrators  
Principals  
School Program Officials and Business Staff

From: Human Resources Officer, BIE *Anna D. Smith*

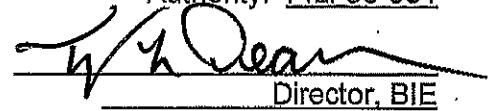
Subject: Excepted Qualification/Job Category Standard 28-02, Teacher, CY-1710

Appended for your immediate use is the updated Excepted Qualification/Job Category Standard 28-02, Teacher, CY-1710, and it applies immediately to all advancements, new contracts, and contract renewals. This job category covers all professional teachers employed under P.L. 95-561 Contract Education Personnel System.

If you have any questions, please contact Ms. Doris A. Willie, Human Resources Specialist (Classification), at (505) 563-5307 or by email at [doris.willie@bie.edu](mailto:doris.willie@bie.edu). You can also contact Anna Smith, BIE Human Resources Officer, at (505) 563-5300 or via email at [anna.smith@bie.edu](mailto:anna.smith@bie.edu).

Enclosure

Job Category: 1710  
Excepted Qualification Standard: 28-02  
Approved: August 2017  
Authority: P.L. 95-561

  
Director, BIE

## TEACHER

### CATEGORICAL PAY LEVELS:

Minimum Pay Level: 11  
Maximum Pay Level: 17

### DESCRIPTION OF WORK:

This job category covers teachers that provide direct delivery of instruction at the professional level. It includes the role of a classroom teacher, a team teacher or a remedial or special services teacher according to the setting and organizational structure of the school. The teacher is responsible for planning, implementing and evaluating instructional activities under established guidelines and standards.

### LEVEL OF RESPONSIBILITY:

Teaching positions are professional positions, and responsible for providing instruction to students using professional teaching methods and techniques in the school setting. This includes but not be limited to self-contained classroom teaching positions as well as specialized positions in one or more subject areas.

### POSITION TITLE:

Official basic title is *Teacher*. Use parenthetical title for position to denote specialty area, e.g., Teacher (Elementary), Teacher (Math), Teacher (Librarian), Teacher (Special Education), etc. For example: An American History teacher will be titled Teacher (Social Studies) and not Teacher (American History).

### BASIC EDUCATION REQUIREMENTS:

Placement in the appropriate pay level is based exclusively on education level as follows:

Pay Level:	11	12	13	14	15	16	17
Education:	BA/BS	B+15	B+30	Masters	M+15	M+30	Doctorate (earned)

Professional teachers must have a Bachelor's Degree or higher with a license issued by State teacher licensure department in the appropriate teaching subject area, grade levels, and endorsement. License issued must be in the State where the position is located, which may include certifications issued by other states recognized by the State in its Teacher Certification Reciprocity Program. Alternative teacher license will not be accepted or substituted for professional teacher license. Emergency, provisional or conditional certificates may be accepted under the conditions they are issued by the State teacher licensure department.

State requirement for specialty endorsement is acceptable to teach the specialty subject such as Drivers Education.

#### 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 have mental and emotional stability.

The positions require normal physical activity, field travel, and attendance at meetings and conferences away from the duty station.

#### 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 work throughout the geographic jurisdiction of the school district or locale. 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.