

Bureau of Indian Education Job Category Standard			
Position Title	Home-living Assistant	Qualification Standard:	13-04 & P.L. 95-561
Issuance Date			
Pay Plan:	CY/CE	Occupational Series:	1702
Minimum Pay Level:	01	Maximum Pay Level:	02
Servicing BIE Office:	Albuquerque, New Mexico		
POSITION CLASSIFICATION STANDARDS USED IN CLASSIFYING/GRADING POSITION:			
Citation 1: 25 CFR 36.75(b)(2) - Qualifications for Home Living Staff			
Citation 2: OPM PCS Education and Training Series TS-109 October 1991			

Scope of Work

Serves as a Home Living Assistant in one or more BIE locations. Maintains control of and accounts for whereabouts and safety of children and youth ranging in age from 4 years old to 19 years old. Assists in providing and leading planned activities for BIE students.

Performs routine to complex childcare tasks, following instructions of specific program requirements and the student handbook. Helps establish a living environment that promotes positive interactions with other children, youth, and adults. Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Uses prepared curriculum and program materials and assists with developing a list of needed supplies and equipment to support program functions.

Helps create adult-made games and play materials (mixing paint and play dough and assembling props for dramatic plays, activities, etc.) and assists with developing a list of needed supplies and equipment for submission to the program supervisor. Interacts with students using approved childcare guidance and guidelines, to include youth development techniques as provided by training and program supervisors. Interacts professionally with staff members, parents, and local school staff.

Supervises assigned children and youth during daily schedule of indoor and outdoor activities and on field trips, outings, and special events. Promotes and models safety, fitness, health, and nutrition practices. Cares for special needs children and youth as directed by the supervisor. Notifies supervisor of health, fire, and safety compliance concerns. Helps arrange for and serve appropriate snacks or meals where applicable.

Level of Responsibility

The Home Living Assistant is responsible for a full range of work that is both technical, specialized, and supportive in nature in the field of education and training that is allied with residential life functions of students and is responsible for the welfare of students in the assigned unit as well as student health, welfare, and security during both daytime and nighttime hours. The program supervisor assigns work by defining objectives, work schedules and priorities, and provides guidance when needed on more complex or new program assignments. Tour of duty is expected to be completed in accordance with standard operating procedures, accepted student residential life practices, policies, and procedures. Performance is evaluated in terms of level of completed work and technical soundness, consistency, and compliance with BIE Residential Life policies and program requirements.

Basic Education & Experience Requirements Level 1

- Must be able to communicate effectively in English, both orally and in writing.
- This position has a minimum requirement for **both education and work experience**.
- Education minimum requirement: High School Diploma or GED is required.
- Experience minimum requirement: Three (3) months of related experience that demonstrates abilities needed to supervise children.

Level 1 Qualification Requirement:

1. Post-Secondary Education can be substituted for experience. Applicant must have 32 semester hours in related field to qualify without experience at level 1.
2. Three (3) months of related experience that demonstrates knowledge, skills, and abilities needed to supervise children (grades Kindergarten thru 12th grade) in a residential setting, to assist with daily activities (e.g., making beds, daily hygiene, housekeeping, etc.), to ensure safety and well-being of students, and to provide supplemental educational assistance (e.g., assist with homework, encouraging good manners, assisting with money handling, etc.).
3. Related experience as babysitter or caregiver for children/young adults (up to age 18) may be creditable (including experience prior to obtaining HS diploma/GED).
4. Related education provides same knowledge, skills, and abilities as identified for experience above. Applicable academic disciplines include child development, education, behavioral sciences, and cultural studies. Introductory subject knowledge obtained through lower-level undergraduate courses (e.g., English 101, Calculus, American History, Native American Studies, Sociology 101, Chemistry 201, etc.) can provide the knowledge to assist with homework and the skill for personal interactions.

Basic Education & Experience Requirements Level 2

Level 2:

- Must be able to communicate effectively in English, both orally and in writing.
- This position has a minimum requirement for **both education and work experience**.
- Education minimum requirement: High School Diploma or GED is required.
- Experience minimum requirement: One year of related experience that demonstrates abilities needed to supervise children.

1. Post-Secondary Education can be substituted for experience. Applicant must have 60 semester hours or an associate degree in related field to qualify without experience at level 2.

2. One year of related experience that demonstrates advanced knowledge, skills, and abilities needed to supervise children (grades Kindergarten thru 12th grade) in a residential setting, to assist with daily activities (e.g., making beds, daily hygiene, housekeeping, etc.), to ensure safety and well-being of students, and to provide supplemental educational assistance (e.g., assist with homework, encouraging good manners, assisting with money handling, etc.).

3. Related experience as babysitter or caregiver for children/young adults (up to age 18) may be creditable (including experience prior to obtaining HS diploma/GED).

4. Related education provides same knowledge, skills, and abilities as identified for experience above. Applicable academic disciplines include child development, education, behavioral sciences, and cultural studies. Introductory subject knowledge obtained through lower-level undergraduate courses (e.g., English 101, Calculus, American History, Native American Studies, Sociology 101, Chemistry 201, etc.) can provide the knowledge to assist with homework and the skill to have personal interactions.

Physical Requirements

There is normal standing, walking in classroom/activity room situations and similar movements around the dormitory or school. May be required to participate in outdoor and off-site activities. Required to go up and down stairs in a dormitory setting.

POSITION DATA			
FLSA:	Non-Exempt	FLSA Worksheet:	Yes
FLSA Appeal:	No	Bus Code:	1012
Supervisor Status:	Non-Supervisory	PD Status:	Pending
CONDITION OF EMPLOYMENT			
Drug Testing:	No	Certification:	none
Security Clearance:	none	Driver's License:	Yes - State
Position Sensitivity/ Risk:	NCS/Low Risk	Trust Determination Process:	Suitability/Fitness
<p>•State Driver's License Required: The incumbent must possess a valid state driver's license which has been held for at least two years preceding placement in the position. Must not have any criminal restrictions on License. Condition of Employment: 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.</p> <p>•Background Investigation Required: Incumbent must undergo a comprehensive background investigation which includes, but is not limited to, contact with all references, employers, co-workers, personal associates and a review of driving record, credit history, criminal history, and military service.</p> <p>•Must obtain and Maintain First Aid and CPR certification from the American Red Cross for infant, youth, and adult.</p> <p>•Must complete annual training requirements that may include but not limited to; Student Checkout Policy, Confidentiality, Medication Administration, Student Rights, Child Abuse Reporting and Protection Procedures, and Suicide Prevention.</p>			

Director Certification: *I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.*

Director Name	TONY DEARMAN <small>Digitally signed by TONY DEARMAN Date: 2023.11.30 13:21:54 -06'00'</small>	Approved Date:	11/30/2023
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Classification Review: *This position has been classified/graded as required by Title 25 and Title 5, U.S. Code in conformance with standard published by the U.S. Office of Personnel Management or if no published standards apply directly, consistently with the most applicable published standards. Excepted Qualification Standard 09-01 July: 2008*

Reviewed By:	JACKIE SHAMBLIN <small>Digitally signed by JACKIE SHAMBLIN Date: 2023.11.29 14:17:05 -07'00'</small>	Reviewed Date:	11/29/2023
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FAIR LABOR STANDARDS ACT (FLSA) DETERMINATION

If the position meets any of the below Exemptions, the position will be coded as Exempt from FLSA. For reference on the below Exemptions, use 5 CFR 551.

<input type="checkbox"/>	<p>Availability Pay Exemption (e.g., Criminal Investigators, U.S. Customs and Boarder Protection Officers)</p>
<input type="checkbox"/>	<p>Foreign Exemption (Overseas locations. See 5 CFR 551.104 for a list of Nonexempt areas)</p>
<input type="checkbox"/>	<p>Executive Exemption</p>
<input type="checkbox"/>	<p>Exercises appropriate management responsibility (primary duty) over a recognized organizational unit with a continuing function, AND</p>
<input type="checkbox"/>	<p>Customarily and regularly directs 2 or more employees, AND</p>
<input type="checkbox"/>	<p>Has the authority to make or recommend hiring, firing, or other status- change decisions, when such recommendations have particular weight.</p>
<input type="checkbox"/>	<p>Professional Exemption</p>
<input type="checkbox"/>	<p>Professional work (Primary Duty)</p>
<input type="checkbox"/>	<p>Learned Profession as defined in 5 CFR 551.208 (Teachers, Engineers, Attorneys, Accountants, etc.)</p>
<input type="checkbox"/>	<p>Creative Professional as defined in 5 CFR 551.209 (Artistic fields of music, writing, etc)</p>
<input type="checkbox"/>	<p>Computer Employee as defined in 5 CFR 551.210 (Perform such duties as system analysis, program/system design, or program/system testing, documentation, and modification. Computer manufacture or repair is excluded)</p>
<input type="checkbox"/>	<p>Administrative Exemption (As defined in 5 CFR 551, non-manual work directly related to the management or general business operations of the employer or its customers, AND job duties require exercise of discretion & independent judgment.)</p>

FLSA Conclusion:	Position is Non-exempt.
FLSA Comments/Explanations: Position does not meet any of the Exemptions.	