

## **DODEA VACANCY ANNOUNCEMENT**

### **ANNOUNCEMENT NUMBER: 12-935740-DAS**

(Please include this number on all application material)

**OPENING DATE:** 18 September 2012

**CLOSING DATE:** 26 September 2012

**POSITION:** Education Research Analyst, TP-1730-“O”

**This position is Full – Time/ Temporary NTE 30-June-2013 and in the Excepted Service.**

**LOCATION:** Heidelberg (DSO), Heidelberg, Germany

**SALARY RANGE:** \$55,850 to \$99,345 per school year (222-day calendar)

Department of Defense Education Activity (DoDEA) is a DoD Field Activity responsible for the oversight of two school systems, the Department of Defense Dependents Schools (DoDDS) and the Department of Defense Domestic Dependent Elementary & Secondary Schools (DDESS). DoDEA employs more than 15,000 individuals responsible for educating approximately 90,000 students in 12 foreign countries, seven states, Guam, and Puerto Rico.

The mission of DoDEA is to provide a quality education from pre-kindergarten through grade twelve for the eligible minor family members of DoD military and civilian personnel on official assignments.

### **WHO MAY APPLY: (Local Commuting Area)**

- Must be a U.S. Citizen
- Must be found suitable for Federal employment

### **DUTIES AND RESPONSIBILITIES:**

Under the direction of DoDEA Headquarters and the Area/District Superintendents, performs the following duties at the district and school level: conducts and writes summative reports of data analysis; gathers data from a variety of sources, including but not limited to classroom observations, interviews, and focus groups. Works with a team of HQ Education Analysts to develop and deliver modules and data templates for training principals, teachers, parents, and other district personnel on the interpretation and use of the data. Ensure the integrity of student level data entered, to include enrollment, scholarship data, and grades. Ensures the accuracy and completeness of assessment data such as TerraNova, AP, SAT. Serve as the district level point of contact for access to restricted data such as Customer Satisfaction Surveys, assessment files, etc. Conducts program reviews and data analysis as requested by the District Superintendent/Area Director. The purpose of this position is to collect, analyze, and ensure the integrity of a variety of student level data.

### **QUALIFICATION REQUIREMENTS:**

**Note:** Incumbent must have skill and experience in the use of statistical computer software such as SPSS, SAS, STATA, or WESTVAR, to manage, and manipulate and analyze data.

Skill and ability to perform statistical analyze of large data sets and interpret and summarize major findings.

Skill and experience to gather data though observation, interview, and focus groups using technology.

Skill in oral and written communication, experience in presenting data to a diverse audience using a variety of method and media.

**Professional Education Requirement:** A Master's degree that included or was supplemented by at least 24 semester hours in a field related to the work of the position to be filled, of which at least one course was in research methods and at least two courses were in statistics.

OR

Combination of education and experience -- at least 24 semester hours in a field related to the work of the position to be filled, including at least one course in research methods and two courses in statistics, plus appropriate experience or additional education. The experience must have demonstrated (1) a thorough knowledge of the principles underlying the work of this series, and (2) understanding, both theoretical and practical, of the methods and techniques applied in performing work in this series

**PAY, BENEFITS AND WORK SCHEDULE:**

Your pay will be set within the range specified in this vacancy announcement and will be based on the requirements of the position, your qualification, education, experience, training, and availability of funds. Pay retention may be authorized if the selectee encumbers a position that would be abolished under the DoDEA reorganization.

**The position is Full-Time / Temporary/ NTE 30-June-2013**

Work Schedule is School Year (222 workday calendar).

Payment for travel and transportation expenses **is not** authorized.

Locality pay does not apply in the overseas area. Locality rates of pay in CONUS will not be used for pay setting when transferring to an overseas/foreign area.

For information on overseas allowances and benefits visit

<http://www.dodea.edu/offices/hr/employment/benefits/default.htm>

For specific allowance rates visit: <http://www.dodea.edu/offices/hr/employees/allowances/rates.htm>

**Medical Care:**

Applicants who have family members with special medical needs should ensure (prior to accepting a position overseas) that these needs can be met. Access to care in a military treatment facility may not be available to civilian employees except on a space available basis. Consequently, host nation medical facilities may be the only care available. The availability and level of care at host nation medical facilities will vary by location.

**Special Education Services:**

**CONDITIONS OF EMPLOYMENT:**

You will be required to participate in Direct Deposit/Electronic Fund Transfer in accordance

with DoD Regulation 7000.14R.

## **HOW TO APPLY:**

ALL APPLICANTS MUST SUBMIT THE FOLLOWING (Please include vacancy announcement number on all application materials:

\_\_\_1. Résumé or any other written format.

Applications must include the total employment period, i.e., starting and ending dates (month and year) for each work experience, paid and unpaid, related to the job for which you are applying, including the hours per week.

Also include a description of your duties and accomplishments, your employer's name and address, supervisor's name and phone number, and salary. If you are currently employed, you must indicate if we may contact your current supervisor.

\_\_\_2. Declaration for Federal Employment (Optional Form 306).

[http://www.opm.gov/forms/pdf\\_fill/of0306.pdf](http://www.opm.gov/forms/pdf_fill/of0306.pdf) ,

\*You can also find forms at: <http://www.opm.gov/forms/index.asp>

APPLICATIONS WILL NOT BE RETURNED; therefore, do not submit original documents.

## **INCOMPLETE APPLICATIONS MAY NOT RECEIVE CONSIDERATION**

### **WHERE TO APPLY:**

Applications must indicate the vacancy announcement number and position for which applying. Applications may only be submitted by one of the following methods.

1. **By EMAIL.** Applications sent by email must be complete and sent as one (1) attachment to [EuropeHR@eu.dodea.edu](mailto:EuropeHR@eu.dodea.edu)

Only applications sent to this email address will be accepted. Applications must be scanned using Adobe Acrobat into a single file attachment in “.pdf” format. You will receive a verification of receipt within 48 hours of receipt of your electronically submitted application.

2. **By FAX.** Applications may be faxed to DSN: 314-338-7122 or overseas 011 49 611 380 7122. To verify application receipt call commercial [EuropeHR@eu.dodea.edu](mailto:EuropeHR@eu.dodea.edu) . Applicants are encouraged to contact the Human Resources Office to verify receipt of a faxed application.

FOR ADDITIONAL INFORMATION REGARDING THIS ANNOUNCEMENT, PLEASE CONTACT the Human Resources Office at [EuropeHR@eu.dodea.edu](mailto:EuropeHR@eu.dodea.edu)

All applicants will be considered without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, creed, gender, age, sexual orientation, non-disqualifying physical or mental disability or any other non-merit factor. Reasonable accommodations will be made for qualified applicants with disabilities, except when doing so would pose an undue hardship on the employing agency.

DoDEA is an equal opportunity employer. There will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism.