

## VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER:** 13-0363N0491N0492-SC

**POSITION TITLE:**

0491 – Guidance Counselor (Middle School)

0492 – Guidance Counselor (Secondary)

0363 – Career Practicum

**SALARY:** \$46,275 – \$84,005 per school year (Schedule E).

**WORK SCHEDULE:** Full Time Seasonal

**LOCATION:** Incirlik Unit School, Incirlik, Turkey

**WHO CAN APPLY: (Limited to Europe). You will be considered only if you are a current permanent DoD Dependent Schools Europe educator.**

**OPENING DATE:** July 1, 2013

**CLOSING DATE:** July 8, 2013

Duties and Responsibilities for 0491 and 0492 Guidance Counselor: Develops, coordinates, and administers a comprehensive guidance and counseling program designed to aid in the facilitation of the DoDEA educational program and to promote the welfare of the students. Incumbent may work independently or as a member of a coordinated team. Provides information and guidance to individuals and groups of students, teachers, other school staff members, and parents relative to academic, career, behavioral, personal, and social development of students as part of prevention and intervention services. Assists with the course selection process and scheduling for all students. Through personal interviews, diagnostic procedures, research of current and past records, discussions with teachers, parent, or guardian (in conjunction with other team members as appropriate), explores the cause of academic, behavioral, social, or other issues that are impacting upon the educational progress of individual students. Evaluates given situations and develops a plan of action to address identified issues (may be done in collaboration with appropriate community and/or school staff members). Monitors the plan of action to ensure that the plan is effective or revises as is necessary to ensure student success. Reviews records (cumulative files) of incoming students and informs Special Education staff members of information pertinent to that particular student's educational needs. (Individual Education Plans (IEP), discipline records, etc.). Refers students with issues that are highly complicated or of a specialized nature to appropriate community resources, when such issues should not be handled at school level. Provides career counseling through the analysis of academic achievement, test results, teacher consultation, personal goals, student occupational preferences, high school and/or college requirements, as well as the availability of other post-secondary options. Works with students to identify long-term educational objectives, career goals, and the projected employment market selected are realistic and relative to their interests and ability. Disseminates college and scholarship information ensuring students are aware of as many opportunities as possible. Plans and implements DoDEA's system-wide assessment program at the school as directed. Conducts

local testing programs as appropriate. Interprets test results and ensures that test results are understood by teachers, students, parents, school officials, and other interested persons. Incumbent is responsible for maintaining test scores and the security and inventory of all assessment materials entrusted to him/her. Advises the principal on issues, attitudes and reactions of students, teachers, and parents related to curriculum, school policies, programs, or procedures. Serves as a consultant in obtaining services for all students including child advocacy and students' rights programs. Serves as a resource person as to the psychological soundness of educational programs under consideration. The incumbent is responsible for conducting a comprehensive counseling program that encourages the trust and confidence of the student body, faculty, and parental community. Adheres to and, when applicable, implements safety and security procedures; contributes to creating a school climate conducive to learning, achievement, and citizenship; participates in professional development opportunities, as appropriate; participates in committee activities, as required to review, evaluate, and develop educational materials to improve the educational program; informs school administration of education deficiencies, critical issues, and emergencies; may be required to supervise students in such venues as outside activities, lunchroom, and bus arrivals and departures, and may be assigned to serve as a sponsor, coach, or consultant of an extracurricular activity. Performs other duties as assigned.

Duties and Responsibilities for Career Practicum, 0363: Based upon knowledge of subject matter, associated skills, and experience in teaching the grade levels and/or specialization assigned, the Teacher plans, develops, and organizes long-range lesson plans and daily class work to ensure in-depth learning within the timeframe allotted to meet the course/curriculum content standards. Using teaching principles and best practices and standards-based instruction, the Teacher instructs assigned subjects and grade levels in a classroom or lab setting. Selects, adapts, or modifies teaching methods or materials that experience indicates will be most effective in teaching the assigned grade levels and subject matter; possesses a repertoire of strategies to accommodate the differentiated needs of learners; improves the quality of instruction based on subject matter taught; may encourage students to develop skills in research, making maximum use of available/approved education summative assessment results that inform practice; establishes classroom routines consistent with a healthy learning environment; communicates clear expectations for student success and behavior; integrates approved technology into instruction; respects diversity; collaborates with special education educators to meet the individualized learning requirements of each identified student; and maintains individual and class records using the school information system as appropriate. Supports, counsels, and motivates students to meet or exceed grade-level standards; draws on personal knowledge of the individual student's personality, background, and interests when discussing learning issues, achievements, conduct in class, or any issues for which the student may seek the Teacher's advice; encourages students to become involved in extracurricular activities as appropriate; refers serious and/or chronic behavior problems to the guidance counselor and/or principal in accordance with local policy and procedure; collaborates with other teachers, parents and guardians on matters impacting student learning. Adheres to and, when applicable, implements safety and security procedures; contributes to creating a school climate conducive to learning, achievement, and citizenship; participates in professional development opportunities, as appropriate; participates in committee activities, as required to review, evaluate, and develop educational materials to improve the educational program; participates in DoDEA system-wide assessment programs, as required; informs school administration of education deficiencies,

critical issues, and emergencies; may be required to supervise students in such venues as outside activities, lunchroom, and bus arrivals and departures, and may be assigned to serve as a sponsor, coach, or consultant of an extracurricular activity. Performs other duties as assigned.

**Qualification Requirements for 0491 and 0492 Guidance Counselor:**

The selected candidate must be currently certified or able to obtain DoDEA/DoDDS certification for 0491 and 0492 teaching categories. If you are not currently DoDEA certified in 0491 and 0492 teaching categories, you must provide official transcripts.

**Positive Education Requirement for 0491 and 0492 Guidance Counselor:**

A master's degree in educational guidance and counseling, or a master's degree with a minimum of 30 SH of graduate course work well distributed over the areas of guidance and counseling with practical application to programs and practices in a PreK-12 school setting is required. Course work must include guidance and counseling in the elementary, middle or secondary school (PreK-12); legal and ethical issues in counseling; counseling children and adolescents; administration and interpretation of tests; career counseling; and drug education. Additionally, a practicum/internship in PreK-12 school guidance and counseling is required. A second category is not required.

**Qualification Requirements for Career Practicum, 0363:**

The selected candidate must be currently certified or able to obtain DoDEA/DoDDS certification for 0363 teaching category. If you are not currently DoDEA certified in 0363 teaching category, you must provide official transcripts.

**Positive Education Requirement for Career Practicum, 0363:**

Must be fully qualified in either business, or industrial technology education or guidance or vocational occupation subjects or career education or home economics. Course work must include at least 3 SH in career counseling, career guidance and/or vocational/occupational counseling.

**PAY, BENEFITS AND WORK SCHEDULE:**

The position is full-time permanent.

The position is in the Excepted Service.

Pay retention is not authorized.

Payment for travel and transportation expenses **is** authorized. This includes government paid air transportation travel, shipment of household goods, and/or temporary storage, and temporary lodging upon arrival at overseas location.

**HOW TO APPLY:**

**ALL APPLICANTS MUST SUBMIT THE FOLLOWING REQUIRED DOCUMENTS**

(Please include Vacancy Announcement Number 13-0363N0491N0492-SC in email subject line of application materials).

\_\_\_\_\_ 1. Resume

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. Transcript

A photocopy of an OFFICIAL college/university transcript from an accredited institution (front and back) must be submitted for verification of education course work.

\_\_\_\_\_ 3. Copy of latest SF-50, Notification of Personnel Action, verifying applicant's current Federal civil service employment status.

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

INCOMPLETE APPLICATIONS MAY NOT RECEIVE CONSIDERATION.

Applications may only be submitted by the following method:

**By Email.** Application may be attached to an email and sent electronically as one (1) attachment to [Sheryl.Chapman@eu.dodea.edu](mailto:Sheryl.Chapman@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.

Please include Vacancy Announcement Number 13-0363N0491N0492-SC in email subject line of application materials.

You will receive a verification of receipt within 48 hours of receipt of your electronically submitted email application. You may call (49) 611-380-7367 to verify receipt of your application. As an alternative, when submitting your application via email, you may turn on the option of “read receipt.”

All applications 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 post 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.