VACANCY ANNOUNCEMENT AMENDMENT #2

The position has changed to Guidance Counselor (Elementary) and extends the closing date to November 26, 2012. This is one position having duties as a Guidance Counselor and Kindergarten teacher. PCS Costs are authorized

ANNOUNCEMENT NUMBER: 12-896592-MNF

POSITION: 0490 Guidance Counselor (Elementary)/ 0095 Kindergarten, TP-1701-E

SALARY: $46,275.00 to $84,005.00 per school year contingent upon placement on the pay scale. Salary is based on full time.

LOCATION: Aviano Elementary School

WHO CAN APPLY: Current permanent DoDEA educators in DoDDS Europe

OPENING DATE: 15 November 2012

CLOSING DATE: 26 November 2012

DUTIES AND RESPONSIBILITIES:

Guidance Counselor: The major duties of this position are developing, coordinating, and administering a comprehensive guidance and counseling program designed to aid in the facilitation of the DoDDS educational program and to promote the welfare of the students. Incumbent may work alone or as a member of a coordinated team. Provides information and guidance to individuals; groups of students, teacher, officials, and parents relative to academic, behavioral, personal, and social problems of students. Through personal interview, diagnostic procedures, research of current and past records, discussions with teacher(s), parents or guardian(s), and in consultation with other team members, as appropriate, determines the cause of academic, behavioral, social, or other problems that are impacting upon the educational progress of individual students. Evaluates the problem, determines the corrective action necessary, and devises a plan of action to remedy the problem.

Grades 1-6: 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 Teach instructs assigned subjects and grades in a classroom setting.

Kindergarten: Based upon knowledge of subject matter, associated skills, and experience in teaching the grade level(s) 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 subject(s) and grade level(s) 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 level(s) 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.

QUALIFICATION REQUIREMENTS: **Must be currently certified or able to obtain DoDEA/DoDDS certification as 0490, Guidance Counselor and 0095, Teacher, Kindergarten.**

If you <u>are</u> <u>not</u> currently DoDEA certified in this category – you must provide transcripts.

<u>Guidance Counselor:</u>
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 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 in PreK-12 school guidance and counseling is required.

<u>Kindergarten:</u>
A major in early childhood education (ECE) or a degree in elementary education with 24 SH in ECE is required. The 24 SH must be in course description or title containing early childhood, kindergarten, or pre kindergarten training. Course work in methods of teaching emerging literacy

and methods of teaching mathematics for early childhood, kindergarten, or pre kindergarten is required. Two years of full-time experience teaching pre kindergarten or kindergarten may be substituted for 3 SH of the required ECE course work.

PAY, BENEFITS AND WORK SCHEDULE:

- Position is full time.
- Pay retention is not authorized.
- Payment of Permanent Change of Station (PCS) costs are authorized. If employee is currently receiving overseas entitlements, the entitlements will continue. If employee is not currently receiving entitlements, this move will not provide overseas entitlements.

TO APPLY, YOU MUST SUBMIT:

1. A Résumé, Optional Application for Federal Employment (OF-612) **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. Transcripts are required, if you are not currently certified for 0490 or 0095.

WHERE TO APPLY:

By EMAIL: Applications sent by email must be complete and sent as one (1) attachment to EuropeHRDivision@eu.dodea.edu. Please include the announcement number in the subject line if you submit via email.

APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT