# POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.: 0103

2. Reason for Submission: [X] Redescription [ ] New [ ] Reestablishment [ ] Other
Explanation *(Show any positions replaced)*

3. Service: [ ] Hdqtrs. [X] Field

4. Employing Office Location: Arlington, VA

5. Duty Station:

6. OPM Certification No.:

7. Fair Labor Standards Act: [X] Exempt [ ] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [ ] Employment and Financial Interests

9. Subject to IA Action: [X] Yes [ ] No

10. Position Status: [ ] Competitive [X] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)

11. Position is: [ ] Supervisory [ ] Managerial [X] Neither

12. Sensitivity: [X] 1-Non-Sensitive [ ] 3-Critical Sensitive [ ] 2-Noncritical Sensitive [ ] 4-Special Sensitive

13. Competitive Level Code: 0103

14. Agency Use:

| 15. Classified/Graded by | Official Title of Position | Pay Plan | Occupational Code | Grade | Initials | Date |
|---|---|---|---|---|---|---|
| a. U.S. Office of Personnel Management | | | | | | |
| b. Department, Agency or Establishment | 0103 Teacher (Third Grade) | TP | 1701 | CO | | |
| c. Second Level Review | | | | | | |
| d. First Level Review | | | | | | |
| e. Recommended by Supervisor or Initiating Office | | | | | | |

16. Organizational Title of Position *(If different from official title)*:

17. Name of Employee *(if vacant, specify)*:

18. Department, Agency, or Establishment: Department of Defense Education Activity

a. First Subdivision: Department of Defense Dependents Schools

b. Second Subdivision: Area

c. Third Subdivision: District

d. Fourth Subdivision: School

e. Fifth Subdivision:

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(optional)*:

20. **Supervisory 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.*

a. Typed Name and Title of Immediate Supervisor:

Signature: Date:

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*:

Signature: Date:

21. **Classification/Job Grading Certification.** *I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Typed Name and Title of Official Taking Action:
Laura Perkins
Chief, Classification and Compensation

Signature: Laura Perkins Date: DEC 5

22. Position Classification Standards Used in Classifying/Grading Position:
US OPM Position Classification Flysheet for Education and Training Series, GS-1701, TS-109, October 1991.

**Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.**

| 23. Position Review | Initials | Date | Initials | Date | Initials | Date | Initials | Date | Initials | Date |
|---|---|---|---|---|---|---|---|---|---|---|
| a. Employee *(optional)* | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks
Standardized position description for use in any DoDDS school.

25. Description of Major Duties and Responsibilities *(See Attached)*

**0090 – 0399 Teacher**
**TP-1701-C_**

## INTRODUCTION

The Department of Defense Education Activity (DoDEA) is a major Department of the Defense (DoD) field activity with worldwide scope. DoDEA delivers, in military communities worldwide, exemplary educational programs that inspire and prepare all students for success in a global environment. The Domestic Dependent Elementary and Secondary Schools (DDESS), located within the continental United States as well as Guam and Puerto Rico, and the Department of Defense Dependents Schools (DoDDS), located in foreign areas, provide a preschool through grade 12 educational program that inspires and prepares all students for success in a global environment. DoDEA is one of the largest, most diverse and geographically dispersed school jurisdictions. All schools in DoDEA are fully accredited and the DoDEA educational program consistently rates at or near the top in comparison with other school systems.

This standardized position description for Teacher is appropriate for use in any DoDEA school. This is a professional teaching position working towards reaching highest student achievement by instructing assigned subject-matter and grade-level(s).

## SUPERVISORY CONTROLS

Under the general supervision of the School Principal, the Teacher develops lesson plans independently within the framework of approved curriculum standards, course outlines, texts, and guidelines. Long-range lesson plans are subject to general or spot review. Daily lesson plans and ongoing assessment practices are occasionally reviewed to evaluate adequacy. Classroom instruction and learning environment is subject to periodic audit to evaluate effectiveness.

## MAJOR DUTIES AND RESPONSIBILITIES

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 resources. Maintains awareness of student progress through using formative and 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 or 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.

## OTHER SIGNIFICANT FACTS

The Teacher must respect the privacy and sensitivities of students and parents by controlling and restricting personal information to those with a "need to know."

The Teacher may be required to travel by military and/or commercial aircraft, land, or sea transportation to a variety of stateside and/or overseas locations for meetings and conferences and may be subject to a variety of environmental conditions to include the potential for exposure to acts of terrorism.