

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S9420

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service		4. Employing Office Location Arlington, VA		5. Duty Station Various		6. OPM Certification No.	
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13. Competitive Level Code 0001	
10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		14. Agency Use			
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	

a. Office of Personnel Management									
b. Department, Agency or Establishment	Training Instructor	AD	1712	00	ehr				
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)
Substitute

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment Department of Defense Education Activity		c. Third Subdivision School	
a. First Subdivision Domestic Dependent Elementary & Secondary Schools		d. Fourth Subdivision	
b. Second Subdivision District		e. Fifth Subdivision	

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

Signature of Employee (optional)

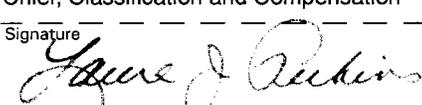
20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with 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		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature	Date	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.

22. Position Classification Standards Used in Classifying/Grading Position
US OPM Position Classification Flysheet for Education and Training Series, GS-1712, TS-104, May 1991.

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

Signature:  Date: JAN 18 2007

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

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

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

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.

SUPERVISORY CONTROLS

Work is performed under the general supervision of the school principal. Incumbent follows lesson plans or independently develops short-term lesson plans within the framework of approved curriculum objectives, course outlines, texts, guidelines. Daily lesson plans and test materials are subject to regular review to evaluate adequacy of coverage and treatment. Classroom sessions are subject to audit by the principal or designee so that the incumbent's continuing effectiveness can be evaluated.

DUTIES AND RESPONSIBILITIES

Utilizing knowledge of skills and content of discipline together with experience in teaching, the incumbent plans, develops, and organizes objectives, lesson plans, and daily class work in a manner that will ensure adequate coverage within the time frame allotted for the discipline content and skills required to meet approved course outlines and curriculum objectives of the school system.

Conducts classroom instruction using modern professional teacher principles, practices, and techniques appropriate to the subject matter or grade level(s) of assignment. Uses imagination and judgment in selecting, adapting, or modifying teaching methods or materials that experience indicates will be most effective in teaching the grade level(s) or subject matter of the disciplines; facilitates variations to accommodate individual differences, interests, and abilities; stimulates interest and motivation; and improves the quality of instruction. Trains and encourages students to develop skills in research, making maximum use of educational library/media centers.

Joins with faculty colleagues and school officials in maintaining order, security, a wholesome, stimulating, creative, educational climate conducive to learning, achievement, and good citizenship; and participates in committee activities, as required, to review, evaluate and develop educational materials which will improve the education program or the climate of the school. Participates in testing programs as required. May be required to supervise students during outside activities, in the lunchroom, during bus arrivals and departures, etc.

Performs other related duties as assigned.

OTHER SIGNIFICANT FACTS

The Training Instructor must respect the privacy and sensitivities of students and parents by controlling and restricting personal information to those with a “need to know”.