

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

1. Agency Position No.  
**S9305**

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location <b>Peachtree City, GA</b>		5. Duty Station <b>Various</b>		6. OPM Certification No.	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted <i>(Specify in Remarks)</i> SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	
Explanation <i>(Show any positions replaced)</i>		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code <b>0001</b>		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>Educational Aid</b>	<b>GS</b>	<b>1702</b>	<b>04</b>	<b>sj</b>	<b>6/6/05</b>
b. Department, Agency or Establishment						
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)*

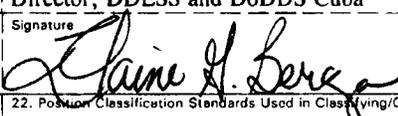
17. Name of Employee *(if vacant, specify)*

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

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

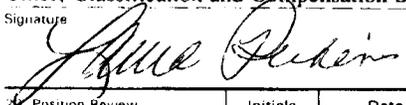
Signature of Employee *(optional)*

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 <i>(optional)</i>
	<b>ELAINE G. BERAZA</b> <b>Director, DDESS and DoDDS Cuba</b>
Signature	Signature
	
Date	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

Typed Name and Title of Official Taking Action	GS-1702, TS-90, Mar 89 GLG for Clerical and Assistance Work, TS-91, Jun 89
<b>LAURA J. PERKINS</b>	<b>Information for Employees.</b> 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 of the U.S. Office of Personnel Management.
Chief, Classification and Compensation Section	
Signature	Date
	<b>6/8/05</b>

23. Position Review	Initials	Date								
a. Employee <i>(optional)</i>										
b. Supervisor										
c. Classifier										

24. Remarks  
This standardized position description for Educational Aid, GS-1702-04 is appropriate for use in any DDESS school.

For the AD equivalent to this PD, see PD S9308, Educational Aid, AD-1702-00.

**INTRODUCTION**

The Department of Defense Education Activity (DoDEA) is a major Department of Defense (DoD) field activity with worldwide scope and the critical mission of ensuring that high quality education programs, from preschool through grade 12, are provided for eligible dependents of DoD military service members and civilian employees stationed in 13 foreign countries overseas, seven states, Guam and Puerto Rico. DoDEA is comprised of the Department of Defense Dependents Schools (DoDDS), the overseas component, and the Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS), the "stateside" component. DoDEA currently operates over 221 schools which employ approximately 14,500 professional educators and support staff serving over 100,000 students. DoDEA is one of the largest, most diverse and geographically dispersed school jurisdictions. All schools in DoDEA are fully accredited by U.S. accreditation agencies, and the DoDEA educational program consistently rates at or near the top in comparison with other school systems.

This standardized position description for Educational Aid, GS-1702-04 is appropriate for use in any DDESS school. The purpose of the work is to assist teachers and other professional educators in instructional programs and classroom learning and activities. May be assigned to work in classroom, media center, health clinic, or school office.

**MAJOR DUTIES**

Supports the instructional program by performing one or any combination of the following duties requiring general knowledge in the field of education:

**TESTING:** Distributes testing materials, instructs students concerning test, collects testing materials, grades tests through application of identified scoring techniques, and provides testing results profile in standard form.

**INSTRUCTIONAL MATERIALS:** As directed by the teacher or other instructor, prepares instructional materials related to class lessons or bulletin boards by gathering graphics and simple concepts from websites, teacher folders or personal folders of previously used illustrations. Types, duplicates, arranges, or displays materials on the basis of identified educational objective.

**LEARNING:** As assigned and identified by the teacher or other instructor, provides additional, special, or remedial instruction to selected students. Supervises independent study in computer laboratories and learning resource centers. Provides tutoring assistance to students in all subject areas and assists students with makeup work.

**ADMINISTRATION:** Makes arrangements for field trips, identifies points of interest and obtains brochures and other informational data, guides students during field trips, and maintains discipline during field trips. Monitors students on the playground, in hallways and restrooms, cafeteria, and bus loading areas before and after school to ensure proper behavior and observation of safety rules. Assists teacher by distributing and collecting items such as tests, homework assignments, and classroom handouts. Assists in classroom by performing standard

recordkeeping, routine filing, and keeping the classroom neat and tidy. Assists in maintaining security and conservation of equipment and materials.

**SPECIAL NEEDS ASSIGNMENT:** May be assigned to students with special needs. Special needs may include any or a combination of the following: diapering, cleaning up bodily waste, tube feeding, dressing, transferring to and from toilet to chair, and spoon or bottle feeding. In most cases, lifting will be required. May also include assisting student with special training devices such as touch-screen computers or equipment for the hearing, visually, or physically impaired. Must maintain confidentiality of student information. Note: Training will be provided for special needs procedures as required.

**TECHNOLOGY:** May be asked to use assistive technology, augmentative communication devices, and specific software programs for instruction and recordkeeping. May use tables, graphs, spreadsheets to denote performance levels of students.

**MEDIA CENTER ASSIGNMENT:** May be assigned to a computer media center, coordinating schedules with teachers, registering students for programs, assisting students with accessing computer programs, monitoring and keeping students on-task, keeping computer progress records, and preparing and printing routine reports. Makes recommendations to the teacher on student progress and level of assignment based on computer recorded progress reports. May also run weekly data backups, clean computer equipment, and set up and shut down the computer lab.

At the discretion of the principal, may perform other tasks related to the well-being of the school.

Performs other duties as assigned.

## **FACTOR EVALUATION STATEMENTS**

### Factor 1, Knowledge Required by the Position

General knowledge of educational instructional methods and practices to assist the teacher or other instructor in a variety of classroom situations.

Basic academic knowledges and skills are needed to assist in the areas of assignment. Working knowledge and awareness of students' academic and developmental needs may be required.

Knowledge of the school's policies, procedures, and goals to provide information to students, parents, staff and others, and to ensure order and discipline.

Knowledge of standard office procedures and ability to perform a variety of clerical procedures such as typing, filing, recordkeeping, answering telephones, and resolving recurring problems.

Basic keyboarding skills and knowledge of microcomputers to perform word processing duties and basic computer searches. Basic typing skills (25 words per minute), a qualified typist is not required.

Ability to develop and maintain positive interpersonal relationships and rapport with staff members, students, and parents. Ability to work effectively with a variety of personalities and age groups.

Knowledge of grammar, spelling, punctuation, and of correspondence procedures to prepare class materials such as worksheets, notices to parents, and other official documents.

Ability to communicate effectively both orally and in writing, using grammatically correct English in communicating with students, staff, and parents.

Minimal knowledge of first aid procedures, knowledge of and adherence to appropriate sanitation requirements, and demonstrated willingness to learn and perform special care procedures, as needed.

### Factor 2, Supervisory Controls

Works under the general supervision of the school principal or designee (certified teacher) who provides general work direction for recurring assignments and specific directions for individual assignments by explaining the task to be done, sources of information, and how best to accomplish the task. The incumbent performs routine assignments independently, resolving recurring problems. Unfamiliar or unprecedented situations are referred to the supervisor. Review of the work increases with more difficult assignments. The supervisor or other designated employee reviews work for adequacy and effectiveness, assuring the finished work and methods used are technically sound and in compliance with instructions. Completed work for non-recurring assignments is more closely reviewed for adherence to instructions provided.

### Factor 3, Guidelines

Detailed in-service orientation on how to perform expected tasks and how to operate equipment will be provided upon employment. Specific or additional assistance and/or training will be provided as tasks are assigned. Special workshops, handbooks, and guides regarding school policies, curriculum, etc., are established and available for use by the employee.

The employee is expected to use judgment to locate and select from the established guides and to make minor deviations as needed based upon the situation. Assignments to which the existing guidelines cannot be applied or significant proposed deviations are referred to the principal or the teacher to whom assigned. Deviations from established routine procedures must be authorized by the principal or appointed designee.

### Factor 4, Complexity

The work consists of performing a variety of routine related clerical tasks in support of the classroom teacher and providing assistance to individual students and/or small study groups. Decisions are based on established procedural requirements for the work assignment, the incumbent's knowledge of the priorities and commitments of the teacher, precedent actions, school policies, and guidance provided by supervisor. Decisions require the employee to make

choices and recognize the existence of and difference among a few easily recognizable situations.

#### Factor 5, Scope and Effect

The purpose of the work is to facilitate the work and effectiveness of the teacher by assisting with routine clerical functions and by providing assistance to students in routine study procedures, habits, and discipline. The accurate and timely completion of tasks benefits the teacher and students by preparing materials, monitoring and assisting students with routine and special assignments.

#### Factor 6, Personal Contacts

Regular and recurring contacts are made with students, parents, and school staff members in a variety of routine work situations.

#### Factor 7, Purpose of Contacts

Contacts are made to exchange routine information with callers or visitors and to provide assistance to students. Additional contacts are made with teachers and parents to assist in solving problems that arise while monitoring student activities in the classroom, cafeteria, playgrounds, hallways, and on field trips.

#### Factor 8, Physical Demands

The work involves varied physical activity, including standing, bending, and lifting of children from three to five years of age.

#### Factor 9, Work Environment

The work is usually performed in a classroom or other school-related setting providing services for young children. There is adequate heating and ventilation. Work may also be performed in the immediate community when being transported in a school bus or van or on field trips. Some positions are located overseas, requiring accommodation to foreign culture and adjustment to a variety of personal inconveniences, to include the possibility of exposure to terrorist attacks.

#### Other Factors

Must be vigilant in maintaining the confidentiality of school-related matters.

#### Title, Series, and Grade Determination

Educational Aid, GS-1702-04