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

1. Agency Position No.: 1028

2. Reason for Submission: [X] Redescription [ ] New [ ] Reestablishment [ ] Other

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

4. Employing Office Location: Arlington, VA

5. Duty Station:

6. OPM Certification No.:

Explanation *(Show any positions replaced)*

Updates the duties and responsibilities of Position No. 1028.

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 [X] Managerial [ ] Neither

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

13. Competitive Level Code: 1028

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	1028 Assistant Principal (High)	TP	1701	L0		
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: Area

b. Second Subdivision: District

c. Third Subdivision: School

d. Fourth Subdivision:

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: 5/18/06

22. Position Classification Standards Used in Classifying/Grading Position

US OPM Position Classification Flysheet for General Education and Training Series, GS-1701, TS-109, Oct 91.

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

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

1025, 1026, 1028 Assistant Principal

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 219 schools which employ approximately 14,500 professional educators and support staff serving over 95,000 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 Assistant Principal is appropriate for use at any DoDEA school. The purpose of this position is to administer a school program that provides for the educational development and advancement of children enrolled in DoDEA schools.

SUPERVISORY CONTROLS

The Assistant Principal works under the direction of the School Principal who delegates authority in all areas of the school's responsibilities to include leading, managing, and evaluating assigned staff, and providing leadership, instruction, and direction necessary to carry out assigned responsibilities. The Principal assigns work in order to meet system educational objectives and priorities. The Assistant Principal must exercise a high degree of judgment, initiative, leadership skill, and problem solving ability. Much of the work is self-generated, demanding a high degree of originality to lead and motivate staff members to achieve the desired goals. Novel and unprecedented problems are discussed with the supervisor. Work is reviewed from an overall standpoint to ensure educational objectives are met and system policies, regulations, and procedures are followed.

MAJOR DUTIES AND RESPONSIBILITIES

Education Administration: Participates in a wide range of school activities, which requires understanding the relationship between school improvement and student achievement and working with student achievement data and related data to help make decisions regarding the school improvement plan, teacher professional development requirements, and programmatic changes. Models continuous personal professional development. Communicates vision to all stakeholders. Supports a professional learning community for staff and a positive school climate for students. Promotes student growth and achievement, as described by the Community Strategic Plan, through leadership, support, and collaboration. Provides leadership for standards-based instruction and assessment of all educational programs. Aligns fiscal, human, and material resources to support student learning and achievement. Consults with area, district, and school staff to formulate procedures to ensure the educational needs, including any legal requirements, of eligible students are met. Gathers and analyzes student achievement and other related data to inform the decision-making process, especially regarding school improvement efforts. Develops

a school master schedule, which is based upon student learning needs and which takes into consideration available resources, school environment, local culture, and/or any supplemental curricula. Advises school personnel of computer hardware, software, and related supply availability to support individual classroom needs. Ensures the integration of DoDEA-approved technology into all curricular areas. Provides professional development opportunities that both enhance teacher growth and advance the school improvement goals. Plans, directs, and evaluates all extracurricular activities. Ensures ongoing communication with the school community on goals and progress. Conducts parent-teacher meetings. Takes appropriate action on pupil discipline and behavior problems to include providing students with counseling.

Human Resources Management: Establishes DoDEA educator performance elements and evaluates teacher work. Models professional and ethical standards, and personal integrity in interactions. Conducts staff meetings and ensures open communications. Counsels teachers regarding their professional growth. Proposes, as appropriate, formal disciplinary actions. Explains human resources policies to include transfers, benefits, and grievances/appeals. Administers leave in accordance with regulatory and policy guidance. Receives and attempts to resolve complaints and grievances. Participates in the interviewing and hiring process. Establishes working relationship and meets periodically with union/professional association representatives. Ensures adherence to Equal Employment Opportunity program requirements and affirmative action goals and objectives.

Public Relations: Initiates communications between school administration, students, teachers, parents, the local community, and base offices that provide services to the school and/or staff. Participates with community authorities in ensuring safety and security, including fire drills, school bus procedures and the referral of suspected illness, injury or medically related conditions and problems to the appropriate base medical authorities and the students' parents. Conducts pupil, parent and teacher orientations. Presents briefings relative to school policy to community leaders, local national authorities and visiting dignitaries. Promotes community awareness of school programs. Promotes partnerships that bring resources to support the school implementation plan, especially those that enhance student academic achievement.

Administrative Responsibilities: Serves as the responsible officer for all government-owned or leased property assigned to the school. Presents and justifies request for funds, transportation, supplies, equipment and facilities to reviewing boards and higher authorities. Possesses a working understanding of the DoDEA student information system. Directs timely and accurate preparation and maintenance of pupil records, office files, schedules, statistical and other reports, registers, work orders, and expenditure of funds. Plans and follows through on maintenance and repair requirements as well as facility use. Plans and directs the receipt, storage, issuance and accountability of supplies and program equipment. Ensures school programs include internal management control systems, which emphasize prevention of waste, fraud, mismanagement, and timely correction of specific weaknesses. Informs supervisor of education deficiencies, critical issues, and emergencies.

Performs other duties as assigned.

OTHER SIGNIFICANT FACTS

Incumbent will be required to respect the privacy and sensitivities of students and parents by controlling and restricting personal information to those with a "need to know".

The incumbent 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.