

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

0402

2. Reason for Submission

Redescription
 Reestablishment

New
 Other

3. Service

Hdqtrs. Field

4. Employing Office Location

Arlington, VA

5. Duty Station

6. OPM Certification No.

Explanation (Show any positions replaced)

Updates duties and responsibilities of the PD with the same number.

7. Fair Labor Standards Act

Exempt Nonexempt

8. Financial Statements Required

Executive Personnel Financial Disclosure Employment and Financial Interests

9. Subject to IA Action

Yes No

10. Position Status

Competitive
 Excepted (Specify in Remarks)
SES (Gen.) SES (CR)

11. Position is:

Supervisory
 Managerial
 Neither

12. Sensitivity

1-Non-Sensitive 3-Critical Sensitive
 2-Noncritical Sensitive 4-Special Sensitive

13. Competitive Level Code

0402

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	0402 Dormitory Counselor	TP	1701	C0		
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

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.

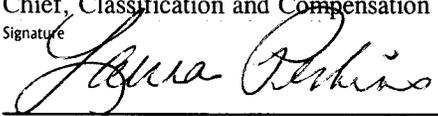
Typed Name and Title of Official Taking Action

Laura Perkins

Chief, Classification and Compensation

Signature

Date



DEC 1 2008

22. Position Classification Standards Used in Classifying/Grading Position

US OPM Position Classification Flysheet for General 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								
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)

0402 Dormitory Counselor

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 Dormitory Counselor is appropriate for use at any DoDEA school. The purpose of this position is to provide a professional teacher-counselor to assist students to develop educational and social maturity in a group-living environment in secondary school residence halls.

SUPERVISORY CONTROLS

Work is performed under the supervision of the Dormitory Principal. Work is reviewed for conformance to policies and regulations established at higher headquarters or locally. Work is also reviewed for good judgment in dealing with pupils, parents, and other teachers and for ability to stimulate and sustain interest in both school and related community activities.

MAJOR DUTIES AND RESPONSIBILITIES

Serves as a teacher-counselor in a dormitory with continuing responsibility, both individually and as part of a team, for supervising and counseling students, assuming a multiplicity of roles including counselor, loco parentis, tutor, role model, moderator, and disciplinarian. Also functions as an educator in an environment separate from the normal classroom structure by promoting positive behavior towards learning to live in a community.

Counsels for Social Growth: Promotes social and moral development in an atmosphere which fosters the growth of self-discipline and established rules and regulations which foster the development of responsibility to self and to others. Teaches students consideration for and cooperation with others by counseling, arbitrating, and directing; helps students develop a repertoire of acceptable behavior; and takes disciplinary action, in conjunction with other counselors and the dormitory principal, to correct unacceptable behavior.

Supervises Leisure Time Activities: Stimulates and encourages participation in a wide variety of group activities initiated and/or supervised by the dormitory, school, military community, and host nation; encourages students to become involved in purposeful and socially acceptable

activities on an individual basis, provides appropriate adult leadership and opportunities for students to develop their own leadership and organizational abilities.

Supervises Study: Provides tutorial help individually and/or in groups as needed or requested; advises students on the wise use of study time and helps them to develop efficient study techniques; provides vocational counseling through informal discussions of career possibilities.

Coordinates and Communicates: Consults with other counselors, aids, and the dormitory principal on a continuing and professional basis to provide continuity and consistency in achieving immediate and long-term goals. Consults and exchanges information with school and community personnel. Maintains timely communications with parents to reflect student growth, development, and needs in both school and residential situations.

Safeguards Health: Adheres to and implements safety and security procedures. Acts to safeguard the health of students by stressing the importance of balanced living, including appropriate rest, diet, exercise, and cleanliness; provides guidance in personal health decisions; when necessary, obtains medical attention for ill and injured students.

Oversees the Environmental Situation: Acts to provide and maintain wholesome living conditions by overseeing the physical facility and community property with the responsibility of reporting any deficiencies. Promotes the general order and security of both community and personal property by control of room assignments and the use of lounges, laundry rooms, and kitchens. May be required to supervise the cafeteria during meals. Maintains reports and records and provides for general office services.

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. The incumbent may be subject to a variety of environmental conditions, to include the potential for exposure to acts of terrorism.

The incumbent normally works non-standard hours including nights and weekends.