

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

1. Agency Position No.

0403

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)

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

0403

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	0403 School Psychologist	TP	1701	FO		
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.

22. Position Classification Standards Used in Classifying/Grading Position

Typed Name and Title of Official Taking Action

Laura Perkins

Chief, Classification and Compensation

Signature

*Laura Perkins*

DEC

Date

5 2006

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								
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)

**0403 School Psychologist**  
**TP-1701-F\_**

**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 School Psychologist is appropriate for use in any DoDEA school. The purpose of this position is to provide a school psychologist to work with school officials, teachers, students, and parents to resolve issues of a psychological nature of individuals and students that impact upon the learning process in DoDEA.

**SUPERVISORY CONTROLS**

Receives general supervision from the School Principal. Technical guidance is provided by the District Superintendent or their delegated representative. Frequently works as a member of a coordinated school team that may include administrators, counselors, nurses, teachers, and specialists to increase the capacity of all students to be successful in their academic, social and personal development. Operates under regulations and policies as disseminated from higher headquarters. Work is reviewed for effectiveness of recommendations and the degree to which the objectives of the job assignment are achieved.

**MAJOR DUTIES AND RESPONSIBILITIES**

Provides support for students and teachers in a variety of ways that have an impact on student learning and behavior to include prevention, intervention, and assessment services. Services are provided to all students in a school or school complex either directly or indirectly.

**Consultant Services/Collaboration:** Participates in conferences with school staff members regarding behavioral characteristics and issues of students/families and psychological factors of the school environment. Coordinates with community/military medical, psychological, and psychiatric personnel for exchanging of mutual information regarding shared issues of the school and community (including crisis interventions). Collaborates with teachers and specialists on interventions for students experiencing academic, social or personal difficulties.

**Prevention/Intervention Programs:** Assists in developing, implementing, or consulting with school-wide prevention/intervention programs (i.e., conflict resolution, social skills, anti-bullying programs, etc.) that foster a positive and safe school climate.

**Student Assistance Teams:** Advises/consults with teachers and other school staff members on strategies for working with students presenting academic, social or behavioral concerns; assists with the development of accommodation/modification plans; and provides appropriate intervention strategies and recommendations to ensure student success across all school settings.

**Individual/Group Counseling:** Provides counseling services individually and/or in groups on issues such as (but not limited to) academic success, developing social skills, anger management, stress management, and behavior control.

**Individual Assessments:** Administers, interprets, and/or evaluates the results of individual psychological measurements (including but not limited to intellectual/cognitive, social, achievement, and personality) for a variety of audiences and provides recommendations for interventions strategies based on the results.

**Professional Development:** Participates with area, district and school personnel in individual and group activities to increase understanding and promote awareness of child development, learning strategies, behavior management, and the appropriate use of assessment data.

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**

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.