

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

0405

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.

0405

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

0405

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	0405 Teacher, AVID (Secondary)	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

Laura Perkins

Date

DEC 1 2006

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)

0401 Teacher, AVID (Middle)
0405 Teacher, AVID (Secondary)

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 Teacher, Advancement via Individual Determination (AVID) is appropriate for use at any DoDEA school. The AVID Teacher is responsible for managing the implementation of the AVID program at a school site, overseeing the flow of the program, ensuring program essentials are addressed, setting the daily, weekly, and monthly goals, and guiding the tutors.

SUPERVISORY CONTROLS

Work is performed under the supervision of the School Principal. The Teacher plans the AVID program and develops lessons independently within the framework of approved curriculum standards, course outlines, texts, and guidelines. Long-range plans are subject to general or spot review by the supervisor. Classroom sessions are subject to periodic audit by the Supervisor to evaluate the Teacher's continuing effectiveness.

MAJOR DUTIES AND RESPONSIBILITIES

Plans and delivers weekly curriculum, maintains a sufficient inventory of AVID curriculum materials, attends AVID coordinator meetings, monitors student progress and keeps parents informed, organizes field trips related to the AVID curriculum, and arranges for speakers from the community, local universities, or the military.

Coordinates all AVID activities in the school, such as recruiting and selecting students for the AVID program, assisting in developing the master schedule for the school; makes suggestions as to the number of AVID sections and where those classes should be placed in the schedule; assists in scheduling AVID students in the appropriate college preparatory courses, communicates program progress to staff, administration, and Area AVID monitor, and conducts AVID site visit team meetings on a regularly scheduled basis ensuring a current site plan.

Instructs school staff in AVID methodologies, practices, and philosophy. Facilitates requests from other teachers to model AVID strategies or provide in-service instruction, and conducts parent workshops and meetings focusing on college preparation.

Maintains the current certification binder, collects AVID student and program data for certification purposes, submits the data to the Area AVID monitor, and coordinates site visits and certification reviews with the Area AVID monitor.

Manages and supervises the AVID tutor corps, recruits and trains reliable tutors from various local sources, provides on-going support and training, and meets with tutors to discuss student progress and issues or to answer questions.

Counsels students on their progress in achieving classroom goals and objectives. Draws on personal knowledge of the individual student's personality, background, and interests when discussing learning issues, achievements, conduct in class, or any issues for which the student may seek the incumbent's advice. Refers serious and/or chronic behavior problems to the guidance counselor and/or principal in accordance with local policy and procedure. Meets and deals independently with other teachers, parents and guardians concerning student issues.

Adheres to and implements safety and security procedures; creates a school climate conducive to learning, achievement, and citizenship; participates in professional development opportunities and committee activities to review, evaluate, and develop educational materials to improve the educational program; participates in DoDEA system-wide assessment programs; informs school administration of education deficiencies, critical issues, and emergencies; supervises students in 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. The incumbent may be subject to a variety of environmental conditions, to include the potential for exposure to acts of terrorism.