POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.: 0411

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 duties and responsibilities of the PD with the same number.

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 [ ] Managerial [X] Neither

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

13. Competitive Level Code: 0411

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	0411 Language Arts/Reading Specialist (Elementary)	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

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: DEC 1

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	Initials	Date	Initials	Date	Initials	Date	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)

0411 Language Arts/Reading Specialist (Elementary)
0412 Language Arts/Reading Specialist (Middle)
0413 Language Arts/Reading Specialist (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 Language Arts/Reading Specialist (LARS) is appropriate for use at any DoDEA school. The Language Arts/Reading Specialist assists students to achieve optimum development of their language skills and reading abilities.

SUPERVISORY CONTROLS

Work is performed under the supervision of the School Principal. The Language Arts/Reading Specialist independently develops lesson plans within the framework of approved curriculum standards, course outlines, texts, and guidelines. Long-range lesson plans are subject to general or spot review by the Principal. Daily lesson plans and test materials are occasionally reviewed to evaluate adequacy of coverage. Classroom sessions are subject to periodic audit by the Principal to evaluate the educator's continuing effectiveness.

MAJOR DUTIES AND RESPONSIBILITIES

Based upon experience and knowledge of teaching an integrated language arts/reading curriculum, plans, develops, and organizes long-range lesson plans and daily class work to build student language arts and reading , and communication skills to meet course/curriculum content standards. Using current research-based best practices and teaching principles and proven best practices, instructs students using an intergrated language arts/reading approach to support student achievement of the DoDEA English Language Arts (ELA)standards. teach conventions, spelling, vocabulary, language structure, language history, and the process of writing and composition. Implements reading strategies to ensure reading success.

Performs assessment and evaluation of student language arts/reading skills and aids in the identification and remediation of language arts/reading difficulties. Maintains awareness

of student progress by using formative and summative assessment results; establishes classroom routines consistent with a healthy learning environment; communicates clear expectations for student success; integrates approved technology into instruction; respects diversity; collaborates with general education teachers and special education teachers to meet the individualized learning requirements of each student; and maintains individual and class record using the school information system as appropriate.

Supports, counsels, and motivates students to meet or exceed grade-level standards; draws on personal knowledge of the individual student's personality, background, and interests when discussing learning needs, achievements, and behavior; conduct in class, or any issues for which the student may seek the Teacher's advice; encourages students to become involved in extra-curricular activities; refers serious and/or chronic behavior problems to the Guidance Counselor and/or Principal in accordance with local policy and procedure; collaborates with other teachers, parents, and guardians concerning needs of the 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, in 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.