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

1. Agency Position No.: 0460

2. Reason for Submission: [X] Redescription [ ] New [ ] Reestablishment [ ] Other
Explanation *(Show any positions replaced)*

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

4. Employing Office Location: Arlington, VA

5. Duty Station:

6. OPM Certification No.:

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: 0460

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	0460 Teacher, Compensatory Education (Elementary)	TP	1701	CO		
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 20

22. Position Classification Standards Used in Classifying/Grading Position:
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	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks
Incumbency only, not to be used for recruitment purposes.

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

0460 Teacher, Compensatory Education (Elementary)
0461 Teacher, Compensatory Education (Middle)
0462 Teacher, Compensatory Education (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, Compensatory Education, is appropriate for use at any DoDEA school. The Teacher provides supplementary instruction designed to meet the individual needs of students performing significantly below expected achievement levels in math and/or reading.

SUPERVISORY CONTROLS

Work is performed under the supervision of the School Principal. The Teacher independently works within the framework of compensatory education procedures as they relate to assessment and eligibility. Long-range plans are subject to general or spot review. Daily lesson plans and ongoing assessment practices are occasionally reviewed to evaluate adequacy. Classroom instruction is subject to periodic audit to evaluate effectiveness.

MAJOR DUTIES AND RESPONSIBILITIES

Implements and manages the assigned school's Compensatory Education Program (CEP). Manages assessment services to include receiving referrals, observing the student in the regular classroom, administering individual and/or group assessment tests, obtaining parental permission for assessment, and maintaining records of individual student achievement.

Provides interpretation of appropriate assessment results to include discussing the instructional program with administrators, classroom teachers, parents, students, and others, when appropriate.

Develops the instructional program with the planning committee; identifies instructional objectives and priorities based on student needs; designs individual and small group learning programs in the basic skills areas; determines instructional approaches to accommodate student learning styles; and determines the appropriate instructional materials to be used.

Implements the CEP instruction program by applying teaching techniques appropriate to the desired learning outcome; demonstrates and uses a variety of teaching techniques appropriate for individuals and small groups; provides instruction that aligns with the regular classroom teacher's instructional objectives; and provides a climate that promotes student motivation and self esteem.

Evaluates the extent to which the program is achieving its objectives; collects data concerning operation and progress of the program; and provides annual evaluation report to include recommendations for school and regional use, as required.

Consults and confers with teachers and local school administration; reviews school-wide test data to help determine CE priorities; reviews information regarding special needs of individual students; and recommends effective uses of the available resources for the CEP. Consults with teachers to include assisting in the educational planning for students; maintains a dialogue regarding student program to determine the necessity for continuation in the compensatory education program; keeps parents informed via various forms of communication by providing information regarding student learning needs and achievement and providing parents with information and activities to assist students in their academic growth.

Prepares and maintains a variety of records and reports related to assigned activities and student progress and behavior; retrieves official records for parents and District personnel, as requested.

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.