POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.: 0482

2. Reason for Submission: [X] Redescription [ ] New [ ] Reestablishment [ ] Other

Explanation (Show any positions replaced): Updates duties and responsibilities of the PD with the same number.

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: 0482

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	0482 Information Specialist (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

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 11 2002

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)

0480 Information Specialist (Elementary)
0481 Information Specialist (Middle)
0482 Information 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 Information Specialist is appropriate for use at any DoDEA school. The Information Specialist is an essential link connecting students, teachers, and others with information resources.

SUPERVISORY CONTROLS

Works is performed under the supervision of the School Principal. Long range plans are subject to general or spot review. Daily work is occasionally reviewed and audited to evaluate adequacy and effectiveness.

MAJOR DUTIES AND RESPONSIBILITIES

As a teacher, the information specialist ensures students learn information skills, technology skills, and literature appreciation by teaching students information literacy skills, to include recognizing when information is needed, locating the information, evaluating the information, and effectively using the information; teaching the use of information resources, including print and on-line resources such as the internet, CD-ROM databases, and the online public access catalog; assisting students with the production of multimedia projects and materials utilizing a wide variety of resources and technology; and providing literature enrichment activities.

As an instructional partner, the information specialist provides instructional leadership for educators and parents by collaborating with teachers to incorporate resource based learning experiences into the classroom; assisting teachers with the integration of information literacy technology resources into the curriculum; planning school-level workshops and/or training in information literacy skills; maintaining a strong partnership with other technology positions in the schools such as the education technologist and the administrative technologist; communicates with school and community groups to convey the information center's mission, goals, objectives,

and needs; and participates in relevant workshops, conferences, and courses to remain current in the field of information science, teaching methods, and technology.

As a program administrator, the information specialist develops, administers, and manages programs and facilitates the use of information resources and technologies by developing, evaluating, and revising policies, procedures, and services of the local school information program/center; selecting and ordering resources consistent with DoDEA policies and with school curriculum needs, ensuring effective organization of information center and resources; administering and maintaining an information center and program that creates a positive learning environment; providing supervision and leadership for clerical and paraprofessional; administering the information center through the utilization of appropriate technology and software, including DoDEA standard automation software and application software, such as word processing, database, and spreadsheets; providing basic troubleshooting for the automated library system, and providing information about and complying with copyright laws.

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.