

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

1. Agency Position No.  
**0485**

6. OPM Certification No.

9. Subject to IA Action  
 Yes  No

13. Competitive Level Code  
**0485**

14. Agency Use

2. Reason for Submission  
 Redescription  Reestablishment  
 New  Other  
 Explanation (Show any positions replaced)  
**Updates duties and responsibilities of the PD with the same number.**

3. Service  
 Hdqtrs.  Field

4. Employing Office Location  
**Arlington, VA**

5. Duty Station

7. Fair Labor Standards Act  
 Exempt  Nonexempt

8. Financial Statements Required  
 Executive Personnel Financial Disclosure  Employment and Financial Interests

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

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	<b>0485 Educational Technologist</b>	<b>TP</b>	<b>1701</b>	<b>C0</b>		
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 <b>Department of Defense Education Activity</b>	c. Third Subdivision <b>District</b>
a. First Subdivision <b>Department of Defense Dependents Schools</b>	d. Fourth Subdivision <b>School</b>
b. Second Subdivision <b>Area</b>	e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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.

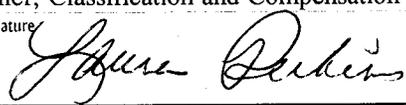
a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature \_\_\_\_\_ Date \_\_\_\_\_

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  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								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks  
**Standardized position description for use in any DoDDS school.**

## **0485 Educational Technologist**

### **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 the school-level Educational Technologist is appropriate for use at any DoDEA school. The purpose of this position is to facilitate the use of technology in all aspects of the educational process. The incumbent of this position performs functions necessary to plan, implement, support, and assess the use of instructional technology throughout the school.

### **SUPERVISORY CONTROLS**

Work is performed under the general supervision of the School Principal to meet goals, deadlines, and objectives designed to integrate technology throughout all curricula. Work is performed independently by the incumbent who determines the methods and approach necessary to meet the objectives.

### **MAJOR DUTIES AND RESPONSIBILITIES**

The major duties in this position are in support of the instructional staff to integrate technology into the curriculum.

1. Facilitates the integration and infusion of technology across the curriculum areas
  - Supports the effective delivery of instruction through the use of technology
  - Assists the instructional staff in implementing technology integration projects
  - Works with instructional staff to plan and use technology effectively
  - Assists in needs assessment for school-wide use of technology
  
2. With appropriate resources works with the principal to provide technology staff development and training.
  - Assesses technology training needs
  - Plans and implements training and staff development

3. Responds to requests for technical assistance within the instructional context
  - Assists with troubleshooting techniques for workstations, printers, peripheral equipment, and software applications
  - Coordinates solutions with outside resources
  - Assists with educational software installation, use, maintenance, and upgrades
4. Participates in the management of technology in the school
  - Facilitates compliance of technology initiatives with the Community Strategic Plan, School Improvement Plan, and other regulatory requirements
  - Assists in the preparation of school budget requirements to support technology
  - Assists in identifying short and long-term technology program needs of the school
  - Acts as a liaison between district and schools technology 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.