

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
0486

6. OPM Certification No.

9. Subject to IA Action
 Yes No

13. Competitive Level Code
0486

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	0486 Career Education Coordinator	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.

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

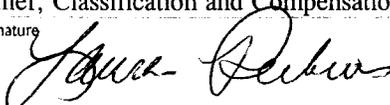
a. Typed Name and Title of Immediate Supervisor

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  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)

0486 Career Education Coordinator

INTRODUCTION

The Department of Defense Education Activity (DoDEA) is a major Department of Defense (DoD) field activity with worldwide scope and the critical mission of ensuring that high quality education programs, from preschool through grade 12, are provided for eligible dependents of DoD military service members and civilian employees stationed in 13 foreign countries overseas, seven states, Guam and Puerto Rico. DoDEA is comprised of the Department of Defense Dependents Schools (DoDDS), the overseas component, and the Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS), the “stateside” component. DoDEA currently operates over 219 schools which employ approximately 14,500 professional educators and support staff serving over 95,000 students. DoDEA is one of the largest, most diverse and geographically dispersed school jurisdictions. All schools in DoDEA are fully accredited by U.S. accreditation agencies, and the DoDEA educational program consistently rates at or near the top in comparison with other school systems.

This standardized position description for Career Education Coordinator is appropriate for use at any DoDEA school. The Career Education Coordinator administers the Career Practicum (CP) Program that prepares high school students to become responsible, productive citizens.

SUPERVISORY CONTROLS

Work is performed under the supervision of the School Principal. The Coordinator works independently within the frame work of CP Program. 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

Selects and guides students. Describes the program to students, works with guidance personnel and planners of master schedule in regard to CP related concerns, provides occupational information, counsels students about entering the program, maintains records on students, and assists students with career planning. Administers interest and aptitude tests. Attends Case Study Committees to determine if CP placement is appropriate. Assists Case Study Committees in developing annual goals and short term objectives for CP placement.

Enlists participation of cooperating site trainers/community volunteers. Selects suitable and safe training sites for each student. Orients community employers, training supervisors and co-workers. Prepares students for job interviews. Coordinates the formal program agreement.

Assists in developing the training plan with training site supervisors and students. Assists students in adjusting to their work environment and aids in resolving training site problems. Aids students in correcting job acquisition skills and poor personal habits or human relations skills that relate to employment and career opportunities. Evaluates student progress. Researches avenues of further education and training.

Uses and maintains appropriate evaluation forms and records. Keeps up-to-date files of student progress and development.

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.