



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: ADMIN-04-09-AA

OPENING DATE: May 04, 2009

CLOSING DATE: May 15, 2009

(Complete applications must be received by the closing date)

POSITION: PRINCIPAL, ELEMENTARY
PRINCIPAL, MIDDLE
PRINCIPAL, SECONDARY
ASSISTANT PRINCIPAL, ELEMENTARY
ASSISTANT PRINCIPAL, MIDDLE
ASSISTANT PRINCIPAL, SECONDARY

(Excepted Service Positions)

Salary Range for Principal: \$79,940.00 - \$140,940.00 per year

Salary Range for Assistant Principal: \$71,385.00 - \$123,933.00 per year

LOCATION: Department of Defense Education Activity (DoDEA), Department of Defense Dependents Schools (DoDDS) and the Domestic Dependent Elementary and Secondary Schools (DDESS). **Applicants must be available for worldwide placement.** Positions may be filled in any of the DoDDS or DDESS schools in the following locations:

DoDDS: Bahrain, Belgium, Cuba, England, Germany, Italy, Japan, Korea, Netherlands, Portugal, Spain and Turkey.

DDESS: Camp Lejeune, NC; Dahgren, VA; Ft. Benning, GA; Ft. Bragg, NC; Ft. Campbell, KY; Ft. Rucker, AL, Ft. Stewart, GA; Guam; Laurel Bay, SC; Maxwell AFB, AL; Puerto Rico; Quantico, VA; Robins AFB, GA, West Point, NY

ROTATION AGREEMENT: Administrators are subject to rotation to other locations as required to meet the needs of the organization and they must sign a mobility agreement at the time of selection.

WHO MAY APPLY: Current DoDEA educators assigned to Area and District Offices who are interested in applying for a lateral reassignment.

QUALIFICATION REQUIREMENTS: **Must currently be or previously have held a Principal or Assistant Principal position within DoDEA.**

HOW TO APPLY: ALL APPLICANTS MUST SUBMIT THE FOLLOWING:

1. A resume.
2. The attached application.

3. Copy of college transcripts (original transcripts will be required at the time a job offer is extended).

WHERE TO APPLY: Your official application must be submitted to the **Department of Defense Education Activity, Educator Staffing Unit, 4040 North Fairfax Drive, Arlington, VA 22203-1634** by email to ECP@hq.dodea.edu . Your point of contact for submitting applications is Anthony Ates, 703-588-3884.

Applications will not be returned. Therefore, **DO NOT SUBMIT ORIGINAL DOCUMENTS.**

INCOMPLETE APPLICATIONS WILL NOT RECEIVE CONSIDERATION.

Male applicants born after December 31, 1959, are required to complete a Pre-Employment Certification statement for Selective Service Registration prior to appointment.

Applications received in postage-paid Government envelopes will not receive consideration, and applicants are reminded of legal prohibition against the use of such envelopes or other Government property for other than officially approved activities. These prohibitions are contained in 5 USC 735.205, 39 USC and 18 USC.

MEDICAL CARE: Applicants who have family members with special medical needs should ensure that prior to accepting a position overseas their family members' medical needs can be met. Access to care in a military treatment facility may not be available to civilian employees except on a space available basis. Consequently, host nation medical facilities may be the only care available. The availability and level of care at host nation medical facilities will vary by location.

SPECIAL EDUCATION SERVICES: The Department of Defense Dependents Schools (DoDDS) provides education including special education to children of DoD civilians who are eligible to attend DoDDS schools. However, most schools are not staffed for all special needs. Applicants may review the website <http://www.dodea.edu/curriculum/specialEduc.cfm> for more specific information.

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO POLITICAL, RELIGIOUS, OR LABOR ORGANIZATION AFFILIATION OR NONAFFILIATION, MARITAL STATUS, RACE, COLOR, CREED, SEX, AGE, NATIONAL ORIGIN, OR NONDISQUALIFYING PHYSICAL OR MENTAL HANDICAP OR ANY OTHER NONMERIT FACTOR.

THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY. THE DECISION ON GRANTING REASONABLE ACCOMMODATION WILL BE ON A CASE-BY-BASE BASIS.

PAYMENT OF TRAVEL AND TRANSPORTATION EXPENSES IS AUTHORIZED.

BASIC INFORMATION

Name (Last, First, MI)		SSN	
Current Position and Grade		Date Entered Current Position	
Highest Grade Held (Include Dates)			
POSITION		Request of Registrant	Rating of ECP Panel
Principal, Elementary			
Principal, Middle			
Principal, Secondary			
Assistant Principal, Elementary			
Assistant Principal, Middle			
Assistant Principal, Secondary			
PHONE NUMBER	DATES		
	FROM:	TO:	

APPLICANT STATEMENT

By submitting this application to his/her rating supervisor, the applicant certifies that, to the best of his/her knowledge and belief, all of the information on and submitted as supplemental to this application is true, correct, complete and made in good faith. The applicant understands that false or fraudulent information on or submitted as supplemental to this application may be grounds for not hiring him/her or for termination after he/she begins work, and may be punished by fine or imprisonment. The applicant understands that any information he/she gives may be investigated.

SUMMARY OF BACKGROUND AND CREDENTIALS
(LIST MOST RECENT INFORMATION FIRST)

NAME OF APPLICANT:

PERFORMANCE RATING
SY 07-08:
SY 06-07:

DEGREE	

TEACHING EXPERIENCE	
Total number of years:	Total number of years with DoDEA:
<u>Subject areas taught:</u>	<u>Subject areas taught:</u>

ADMINISTRATIVE EXPERIENCE	
Total number of years:	Total number of years with DoDEA:
<u>Level of administrative experience and years at each level:</u>	<u>Level of administrative experience and years at each level:</u>

COURSE WORK SUMMARY

Please refer to the requirements described below as an aid to completing this page.

Principal positions require 45 semester hours of graduate credit with a minimum of 30 semester hours in professional education.

Assistant principal positions require a minimum of 20 semester hours of graduate credit in professional education.

All positions require completion of graduate course work in curriculum development, school administration, and supervision of instruction (or similar supervision related coursework).

Quarter hours of credit are converted to semester hours of credit by multiplying quarter hours by 2/3. For instance, 2 QH = 1 1/3 SH.

Applicants grandfathered under the 1983 standards, may not be required to meet these graduate credit requirements.

Please verify below that you possess the required graduate course work for the positions for which you have applied by entering the number of semester hours of graduate credit on the appropriate lines.

PLEASE INDICATE THE NUMBER OF GRADUATE HOURS FOR EACH AREA

FIELDS AND COURSES	# OF GRAD. SEM. HRS.
Total Number of Hours of Graduate Credit:	
Total Number of Hours in Education:	
Curriculum Development:	
School Administration:	
Supervision of Instruction	