

2. Reason for Submission  
 Redescription  New  Hdqtrs.  Field  
 Reestablishment  Other  
 Explanation (Show any positions replaced)

3. Service  
 Hdqtrs.  Field

4. Employing Office Location  
 Arlington, VA

5. Duty Station

6. OPM Certification No.  
 1070

7. Fair Labor Standards Act  
 Exempt  Nonexempt

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

9. Subject to IA Action  
 Yes  No

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

13. Competitive Level Code  
 0430

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	1070 Instructional Systems Specialist (Open)	TP	1701	*		
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)  
 Curriculum Coordinator

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment  
 Department of Defense Education Activity

a. Third Subdivision  
 District

a. First Subdivision  
 Department of Defense Dependents Schools

b. Second Subdivision  
 Area

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

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)  
 Taffy Corrigan  
 Acting Associate Director for Education

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Signature *Taffy Corrigan* Date 11/2/06

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.

22. Position Classification Standards Used in Classifying/Grading Position  
 US OPM General Schedule Position Classification Flysheet for General Education and Training Series, GS-1701, TS-109, Oct 91.  
 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.

Typical Name and Title of Official Taking Action  
 Laura Perkins  
 Chief, Classification and Compensation

Signature *Laura Perkins* Date 11/2/06

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks  
 \* To be determined based on incumbency.

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

## **1070 INSTRUCTIONAL SYSTEMS SPECIALIST (OPEN)**

### **TP-1701**

#### **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.

Incumbents of this position may be assigned to either a DoDDS area office or district office, within the DoDEA educational system, serving as the principal technical advisor and expert on the design and administration of unique or experimental educational programs and initiatives within assigned area(s) of expertise. This position is unofficially titled Curriculum Coordinator.

#### **SUPERVISORY CONTROLS**

The incumbent works under the general supervision of the head of the assigned area or district office, who defines work by assigning deadlines and goals. The employee independently plans and carries out assignments, informing the supervisor of any unusual problems or difficulties encountered, particularly when controversial actions are involved. The supervisor evaluates completed work in terms of the final impact of program performance in effectively achieving educational goals, technical adequacy and accuracy of plans and proposals, and overall responsiveness and efficiency of support provided to the educational program.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

Develops/supports educational curricula for assigned program(s) at either the district or area level. Serves as the primary liaison for educational policies and practices between DoDEA, area offices, district offices, and schools. Reviews commercially produced educational materials and determines their applicability to assigned educational programs. Ensures distribution of funds for the purchase and distribution of materials, supplies, and equipment for curriculum projects and programs, including the technology to support them. Plans for implementing special program area(s) and technology integration projects.

Participates in planning, developing, implementing, evaluating, and reporting on educational programs and initiatives of a unique or experimental nature. Coordinates, supports, and administers education-related accountability, assessment, research, and evaluation projects.

Facilitates professional development activities required for effective and appropriate curriculum implementation, classroom assessment, and instructional best practices. Plans and conducts professional development training and conferences and/or identifies and makes arrangements for expert presenters.

Monitors, reviews, and makes recommendations to ensure accreditation standards, DoDEA curriculum performance and content standards, and educational policy are understood and applied. Conducts on-site and telephonic staff support visits as appropriate to school-level educators. Designs/implements comprehensive program improvement plans for assigned program area(s).

Develops and publishes guidelines and procedures for assigned curriculum programs and education-related services for grades K-12 covering services and/or program content; procedures for services and/or methods for instruction; and materials, equipment, textbooks, reference materials, and educational and technical aids.

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.