

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

1071

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <small>Explanation (Show any positions replaced)</small>		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Arlington, VA		5. Duty Station		6. OPM Certification No.	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code 0484	
15. Classified/Graded by		Official Title of Position				Pay Plan	Occupational Code	Grade	Initials
a. U.S. Office of Personnel Management									
b. Department, Agency or Establishment		1071 Educational Technologist (Above School Level)				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)						17. Name of Employee (if vacant, specify)			

18. Department, Agency, or Establishment Department of Defense Education Activity		c. Third Subdivision District	
a. First Subdivision Department of Defense Dependents Schools		d. Fourth Subdivision	
b. Second Subdivision Area		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		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
		Taffy Corrigan Acting Associate Director for Education	
Signature	Date	Signature	Date
		<i>Taffy Corrigan</i>	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	
Typed Name and Title of Official Taking Action Laura Perkins Chief, Classification and Compensation		US OPM General Schedule Position Classification Flysheet for General Education and Training Series, GS-1701, TS-109, Oct 91.	
Signature	Date	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.	
<i>Laura J Perkins</i>	11/2/06		

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

24. Remarks
* To be determined based on incumbency.

1071 EDUCATIONAL TECHNOLOGIST (ABOVE SCHOOL LEVEL) 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.

This is a standardized position description for Educational Technologist. 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 assigned area.

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

Facilitates the integration and infusion of technology across curriculum areas. Conducts on-site and telephonic staff support visits to school-level Educational Technologists and other educators. Assesses technology training needs and arranges training. Coordinates educational software installation, use, maintenance, upgrade, and training. Responds to requests for technical assistance within the instructional context.

Serves as the primary liaison for technology education policies and practices between DoDEA, area offices, district offices, and schools. Reviews commercially produced educational materials and determines their applicability. Administers funds for the purchase and distribution of materials, supplies, and equipment. Develops guidelines for implementing special technology integration projects.

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

Develops and publishes guidelines and procedures for educational technology programs and education-related services for grades K-12.

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.