

POSITION DESCRIPTION (Please read instructions on the Back)

1. Reason for Submission: Redescription New Reestablishment Other

2. Service: Hdqtrs. Field

3. Employing Office Location: **Arlington, VA**

4. Duty Station: **1072**

5. Fair Labor Standards Act: Exempt Nonexempt

6. Financial Statements Required: Executive Personnel Financial Disclosure Employment and Financial Interests

7. Subject to IA Action: Yes No

8. Position Status: Competitive Excepted (Specify in Remarks) SES (Gen.) SES (CR)

9. Position is: Supervisory Managerial Neither

10. Sensitivity: 1-Non-Sensitive 2-Noncritical Sensitive 3-Critical Sensitive 4-Special Sensitive

11. Competitive Level Code: **0157**

12. 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	1072 Reading Recovery Leader (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**

a. First Subdivision: **Department of Defense Dependents Schools**

b. Second Subdivision: **Area**

c. Third Subdivision: **District**

d. Fourth Subdivision

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: *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 ELSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Typed Name and Title of Official Taking Action: **Laura Perkins
Chief, Classification and Compensation**

Signature: *Laura J. 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)

1072 Reading Recovery Leader (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 Reading Recovery Leader. This is a professional teaching position that implements the reading recovery program.

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

Implements the reading recovery program in the assigned area. Work with, trains, or arranges for training for, educators in reading recovery that enables the teacher to achieve or maintain certification. Observes and evaluates teacher behaviors and methods of instruction and makes recommendations for improvement.

Develops and publishes guidelines and procedures for the reading recovery program. 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. Administers funds for the purchase and distribution of materials, supplies, and equipment for curriculum projects and programs, including the technology to support them. Develops guidelines for implementing special technology integration projects.

Collects data on the progress of reading recovery students. Participates in planning, developing, implementing, evaluating, and reporting on the reading recovery program. Coordinates education-related accountability, assessment, research, and evaluation projects.

Adheres to and, when applicable, implements safety and security procedures; contributes to creating a school climate conducive to learning, achievement, and citizenship; participates in professional development opportunities, as appropriate; participates in committee activities, as required to review, evaluate, and develop educational materials to improve the educational program; participates in DoDEA system-wide assessment programs, as required; informs school administration of education deficiencies, critical issues, and emergencies; may be required to supervise students in such venues as 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.