

POSITION DESCRIPTION (Please Read Instructions on the Back)

1083

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <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. 1083	
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) 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 1032	
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	1083 Assistant Principal in Residence (Open)	TP	1701	LO		
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

18. 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	
US OPM General Schedule Position Classification Flysheet for General Education and Training Series, GS-1701, TS-109, Oct 91.	
<small>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.</small>	
21. Typed Name and Title of Official Taking Action	
Laura Perkins	
Chief, Classification and Compensation	
Signature	Date
<i>Laura Perkins</i>	11/2/06

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

24. Remarks _____

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

1083 Assistant Principal in Residence (Open)

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 standardized position description for Assistant Principal is appropriate for use at any DoDEA school. The purpose of this position is to administer a school program that provides for the educational development and advancement of children enrolled in DoDEA schools.

SUPERVISORY CONTROLS

The Assistant Principal works under the direction of the School Principal who delegates authority in all areas of the school's responsibilities to include leading, managing, and evaluating assigned staff, and providing leadership, instruction, and direction necessary to carry out assigned responsibilities. The Principal assigns work in order to meet system educational objectives and priorities. The Assistant Principal must exercise a high degree of judgment, initiative, vision, leadership skill, and problem solving ability. Much of the work is self-generated, demanding a high degree of independence and originality to lead and motivate staff members to achieve the desired goals. Novel and unprecedented problems are discussed with the Principal to align working philosophies. Work is reviewed from a global overall standpoint to ensure educational objectives are met and system policies, regulations, and procedures are followed.

MAJOR DUTIES AND RESPONSIBILITIES

Education Administration: Participates in a wide range of school activities, which requires understanding the relationship between school improvement and student achievement and working with student achievement data and related data to help make decisions regarding the school improvement plan, teacher professional development requirements, and programmatic changes. Models continuous personal and professional development. Effectively shares school vision with all stakeholders. Supports a professional learning community for staff and a positive school climate for students. Promotes student growth and achievement, as described by the Community Strategic Plan, through leadership, support, and collaboration. Provides leadership for standards-based instruction and assessment of all educational programs. Aligns fiscal, human, and material resources to maximize student learning and achievement. Consults and coordinates with area, district, and school staff to formulate procedures to ensure the educational needs, including any legal requirements, of eligible students are met. Gathers and analyzes student achievement and other related data to enhance a data-based decision-making process, especially

regarding school improvement efforts. Develops a school master schedule, which is based upon student learning needs and which takes into consideration available resources, school environment, local culture, and/or any supplemental curricula. Communicates to all staff the allocations of computer hardware, software, and related supplies based on individual classroom and school-wide program needs. Ensures the integration of DoDEA-approved technology into all curricular areas. Assesses for and provides professional development opportunities that both enhance teacher growth and advance the school improvement goals. Plans, directs, evaluates, and refines all extracurricular activities. Ensures ongoing communication with the school community on goals and progress. Conducts parent-teacher meetings. Takes appropriate action on pupil discipline and behavior problems to include providing students with counseling based on DoDEA established policies.

Human Resources Management: Uses DoDEA educator performance elements as the foundation to evaluate teacher work. Exemplifies professional and ethical standards, and personal integrity in interactions. Conducts staff meetings and ensures open communications. Mentors teachers regarding their professional growth. Proposes, as appropriate, formal disciplinary actions. Clarifies to staff human resources policies to include transfers, benefits, and grievances/appeals. Administers leave in accordance with regulatory and policy guidance. Receives and works for resolution of complaints and grievances. Participates in the interviewing and hiring process. Establishes working relationship and meets periodically with union/professional association representatives. Ensures adherence to Equal Employment Opportunity program requirements and affirmative action goals and objectives.

Public Relations: Initiates and nurtures effective communications between school administration, students, teachers, parents, the local community, and base systems that provide services to the school and/or staff. Participates with community authorities in ensuring safety and security, including fire drills, school bus procedures and the referral of suspected illness, injury or medically related conditions and problems to the appropriate base medical authorities and the students' parents. Conducts pupil, parent, teacher, and host-nation visitor orientations. Presents briefings relative to school policy to community leaders, local national authorities and visiting dignitaries. Promotes community awareness of school programs. Promotes partnerships that bring resources to support the school implementation plan, especially those that enhance student academic achievement.

Administrative Responsibilities: Serves as the responsible officer for all government-owned or leased property assigned to the school. Presents and justifies request for funds, transportation, supplies, equipment and facilities to reviewing boards and higher authorities. Demonstrates technical versatility within the DoDEA student information system. Directs timely and accurate preparation and maintenance of pupil records, office files, schedules, statistical and other reports, registers, work orders, and expenditure of funds. Plans and follows through on maintenance and repair requirements as well as facility use. Plans and directs the receipt, storage, issuance and accountability of supplies and program equipment. Ensures school programs include internal management control systems, which emphasize prevention of waste, fraud, mismanagement, and timely correction of specific weaknesses. Continually communicates and updates Principal of education deficiencies, critical issues, and emergencies.

Performs other duties as assigned.

OTHER SIGNIFICANT FACTS

Incumbent is required to respect and maintain the privacy and confidentiality 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 and may be subject to a variety of environmental conditions to include the potential for exposure to acts of terrorism.