

1. Position Description (Please read instructions on the back)

2. Reason for Submission: Redescription, Reestablishment, New, Other

3. Service: Hdqtrs., Field

4. Employing Office Location: Arlington, VA

5. Duty Station: 1084

6. OPM Certification No.:

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, 2-Noncritical Sensitive, 3-Critical Sensitive, 4-Special Sensitive

13. Competitive Level Code: 1042

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	1084 Chief of Staff	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: Laura Perkins, Chief, Classification and Compensation

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.

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

Signature: *Laura J Perkins* Date: 11/2/06

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 FLRA, is available from the personnel office or the U.S. Office of Personnel Management.

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)

**1084 CHIEF OF STAFF
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 standardized position description for Chief of Staff is appropriate for use in any DoDEA District Superintendent's Office (DSO). The purpose of the position is to serve as an administrative specialist and management advisor within the district.

SUPERVISORY CONTROLS

The District Superintendent outlines overall objectives and may discuss timeframes and possible approaches with the employee. The employee independently proceeds to plan and carry out assignments, determining the most appropriate principles and methods. The employee frequently interprets regulations and policies on his/her own initiative and resolves complex and/or controversial issues. Completed work is reviewed for effectiveness in meeting requirements or producing expected results. Methods used are not normally reviewed.

DUTIES AND RESPONSIBILITIES

The incumbent provides the District Superintendent a wide variety of policy, staff, and administrative support of a professional and confidential/non-confidential nature, when it cuts across functional lines or is not specific to an established functional area. Responsibilities include the following and similar or related duties under this broad umbrella.

1. **Program Planning:** The incumbent plans and organizes inter-district operations and functions for the District Superintendent Director, planning and controlling the agenda for and administering meetings of key staff managers and other special or ad hoc meetings, conferences, seminars, etc., which might otherwise require the personal time and attention of the Superintendent. The incumbent represents the Superintendent in face-to-face and telephonic meetings and discussions with Area Office and field staff members. Coordinates the completion of plans, programs, or projects involving two or more District organizational segments or functions. Explains the Superintendent's professional views and policies on education, as well as other priorities and preferences

regarding these activities for the purpose of ensuring the Superintendent's wishes are understood and carried out. Obligates the Superintendent to travel, attendance at major functions based on an in-depth understanding of the Superintendent's needs, obligations, priorities and values. Serves as liaison with non-District officials, including senior military officials such as the military commanders located within the District, as well as administrators of other government and non-government agencies and organizations.

2. Program Oversight. The incumbent formulates plans and provides managerial expertise on all aspects of staff operations throughout the District and support its major programs, with special emphasis on the District's component of administrative information systems management. The incumbent applies broad, comprehensive professional knowledge of educational policies, procedures and techniques to develop viable programmatic options to satisfy the District's constantly evolving educational programs and their associated needs. Recommends optimal deployment of limited human, financial and technological resources to assure mission accomplishment. Continuously reviews and recommends revisions to the District's administrative policies and standing operating procedures. Personally reviews correspondence addressed to or through the Superintendent to ensure substantive and procedural quality, accuracy, consistency and conformance with the Superintendent's policies and style preferences. Provides broad oversight to the flow and quality of the District's administrative communications to ensure responsiveness and compliance with policy and guidelines.
3. Develops, coordinates and integrates programs, goals and other activities within and among the District schools. Monitors the execution of programs requiring inter-staff coordination for successful attainment of objectives. Provides advice and assistance to District staff, resolving matters of policy interpretation and introducing changes in program requirements and procedures as required. Researches issues, prepares extensive background materials and briefs for the Superintendent and otherwise assists in preparation for key events. Provides advice, guidance and assistance on issues on which the Superintendent requests or needs counsel, maintaining utmost confidentiality. Keeps the Superintendent informed of key issues, problems or concerns.

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.