

**POSITION DESCRIPTION (Please Read Instructions on the Back)**

1. Agency Position No.  
0415

|   |  |  |  |  |  |  |  |  |  |       |  |          |  |      |  |
|---|--|--|--|--|--|--|--|--|--|-------|--|----------|--|------|--|
| 2. Reason for Submission<br><input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment<br><input type="checkbox"/> New <input type="checkbox"/> Other               |  | 3. Service<br><input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field |  | 4. Employing Office Location<br>Arlington, VA  |  | 5. Duty Station  |  | 6. OPM Certification No.   |  |       |  |          |  |      |  |
| Explanation (Show any positions replaced)<br>Updates duties and responsibilities of the PD with the same number.  |  |  |  | 7. Fair Labor Standards Act<br><input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt                             |  | 8. Financial Statements Required<br><input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests  |  | 9. Subject to IA Action<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  |       |  |          |  |      |  |
| 10. Position Status<br><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:<br><input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither |  | 12. Sensitivity<br><input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive |  | 13. Competitive Level Code<br>0415   |  |       |  |          |  |      |  |
| 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            | 0415 Assessor (Special Education) |  |  |  |  | TP | 1701 | C0 |  |  |  |  |  |  |  |
| 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

School

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

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

a. Typed Name and Title of Immediate Supervisor

Signature \_\_\_\_\_ Date \_\_\_\_\_

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature \_\_\_\_\_ Date \_\_\_\_\_

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 Position Classification Flysheet for General Education and Training Series, GS-1701, TS-109, October 1991.

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.

Typed Name and Title of Official Taking Action

Laura Perkins  
Chief, Classification and Compensation

Signature *Laura Perkins* Date DEC 1 2006

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

24. Remarks

Standardized position description for use in any DoDDS school.

## **0415 Assessor (Special Education)**

### **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 for Assessor (Special Education) is appropriate for use at any DoDEA school. The Assessor manages or co-manages the special education assessment process from the assessment planning meeting through the eligibility meeting, conducting diagnostic assessments for students in the initial or re-evaluation stages of eligibility in the special education process and providing diagnostic assessments for students with Individual Education Programs (IEP) who may need further evaluation to determine if there is a need for a significant change in an area such as eligibility.

### **SUPERVISORY CONTROLS**

Work is performed under the supervision of the School Principal. Additional technical guidance is provided by the district Special Education Coordinator. The Assessor works independently within the framework of special education procedures as they relate to assessment and eligibility. Long range plans to implement the required assessments and eligibility meetings are subject to general or spot review by the Principal. Assessment reports and eligibility reports are subject to periodic audit by the Principal with technical guidance as needed from the district Special Education Coordinator to evaluate the Assessor's continuing effectiveness.

### **MAJOR DUTIES AND RESPONSIBILITIES**

The major duties of this position are in support of the case study committee (CSC) and leading the special education process for assessment of students with a suspected disability and eligibility determination. Collaborates with the school CSC to support the special education process of assessment and eligibility. Participates in assessment planning meetings; co-manages steps in the assessment process to include data management requirements; schedules pre-staffing meetings with CSC to review assessment results as needed; and provides professional development on identified needs related to the special education process from referral through IEP development.

Administers, interprets and synthesizes assessments. Administers assigned assessments and completes individual assessment summaries in compliance with DoDEA guidance; completes a synthesis of data for the CSC Eligibility Report to include a comprehensive synthesis of data from all assessment and evaluative reports, identifies the relationship of findings to educational functioning, student's strengths and limitations, and instructional recommendations to be used in working with the student.

Monitors assessment/eligibility activities for compliance with timelines. Facilitates the completion of assessment with other assessors, ensures all assessment reports are completed within the compliance timelines, and ensures eligibility meeting is held within the compliance timeline.

Collaborates with school CSC in organizing and scheduling of eligibility meetings. The Assessor participates in these meetings.

Adheres to and implements safety and security procedures; creates a school climate conducive to learning, achievement, and citizenship; participates in professional development opportunities and committee activities to review, evaluate, and develop educational materials to improve the educational program; participates in DoDEA system-wide assessment programs; informs school administration of education deficiencies, critical issues, and emergencies; supervises students in 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.