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

1. Agency Position No.: 0448

2. Reason for Submission: [X] Redescription [ ] New [ ] Reestablishment [ ] Other
Explanation *(Show any positions replaced)*

3. Service: [ ] Hdqtrs. [X] Field

4. Employing Office Location: Arlington, VA

5. Duty Station:

6. OPM Certification No.:

7. Fair Labor Standards Act: [X] Exempt [ ] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [ ] Employment and Financial Interests

9. Subject to IA Action: [X] Yes [ ] No

10. Position Status: [ ] Competitive [X] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)

11. Position is: [ ] Supervisory [ ] Managerial [X] Neither

12. Sensitivity: [X] 1-Non-Sensitive [ ] 3-Critical Sensitive [ ] 2-Noncritical Sensitive [ ] 4-Special Sensitive

13. Competitive Level Code: 0448

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	0448 Educational Prescriptionist (Secondary)	TP	1701	CO		
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.

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:

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.*

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

Signature: Laura Perkins Date: DEC 1 2006

22. Position Classification Standards Used in Classifying/Grading Position:
US OPM Position Classification Flysheet for 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.

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

24. Remarks
Incumbency only, not to be used for recruitment purposes.

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

0446 Educational Prescriptionist (Elementary)
0447 Educational Prescriptionist (Middle)
0448 Educational Prescriptionist (Secondary)

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 Educational Prescriptionist is appropriate for use at any DoDEA school. The Educational Presciptionist conducts diagnostic assessments and evaluations to identify students with special needs and exceptional students, and formulates educational prescriptions to assist teachers in meeting individual student needs.

SUPERVISORY CONTROLS

Work is performed under the supervision of the School Principal. Additional technical quidance is provided by the district Special Education Coordinator. The Educational Prescriptionist works independently within established frameworks including special education procedures as they relate to assessment and eligibility. The individual also frequently works as a member of a coordinated school team of teachers, therapists, special education teachers, psychologists, nurses and/or social workers. Plans, materials, assessment reports, and eligibility reports are subject to general or spot review by the Principal with technical guidance as needed from the district Special Education Coordinator to evaluate the individual's continuing effectiveness.

MAJOR DUTIES AND RESPONSIBILITIES

Receives referrals from teachers, principals and parents of students who present special needs. Completes achievement assessments and/or evaluations. Reports results to teachers and parents verbally and in writing.

Identifies students with specific learning needs and/or adaptive behavior inefficiencies that interfere with learning. Formulates educational prescriptions to assist teachers in providing attention to individual needs in the regular classroom. Provides or suggests materials required for implementation or prescription. Demonstrates diagnostic teaching techniques. Provides consultation services to principal and other school personnel to assist in the management of students with learning and behavior disorders.

Initiates parent interviews to obtain a background history on cases studied. Interprets results of evaluations to parents and offers recommendations for home management. Provides or suggests materials to be used by parents. Frequently performs brief follow-up interviews.

Provides short term counseling to students and parents. Provides parents and students with suggestions and materials necessary to support counseling goals. Assists parents and students in preparing and following behavior modification programs.

Completes necessary re-evaluations to provide adequate follow-up services to children referred.

Participates in in-service training programs for regular classroom teachers to assist them in improving and increasing instructional strategies. Participates in workshops for parents and assists them in increasing skills in child management and stimulation.

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.