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

1. Agency Position No.: 0490

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: 0490

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	0490 Guidance Counselor (Elementary)	TP	1701	E0		
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 5 2000

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
Standardized position description for use in any DoDDS school.

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

0490 – 0492 Guidance Counselor
TP-1701-E_

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 Guidance Counselor is appropriate for use in any DoDEA school. The purpose of this position is to provide a counselor who is skilled in counseling technique with the responsibility for planning and performing the full range of student counseling functions.

SUPERVISORY CONTROLS

Works under the general supervision of the School Principal who outlines the objectives of the education program and procedures to be used in accomplishing the objectives. The Guidance Counselor is responsible for independently performing routine-to-complex counseling duties. Frequently works as a member of a coordinated school team of administrators, teachers, specialists, and psychologists. Daily work schedules are reviewed periodically by the Principal to ensure components of a good counseling program are in place.

MAJOR DUTIES AND RESPONSIBILITIES

Develops, coordinates, and administers a comprehensive guidance and counseling program designed to aid in the facilitation of the DoDEA educational program and to promote the welfare of the students. Incumbent may work independently or as a member of a coordinated team.

Provides information and guidance to individuals and groups of students, teachers, other school staff members, and parents relative to academic, career, behavioral, personal, and social development of students as part of prevention and intervention services.

Assists with the course selection process and scheduling for all students.

Through personal interviews, diagnostic procedures, research of current and past records, discussions with teachers, parent, or guardian (in conjunction with other team members as appropriate), explores the cause of academic, behavioral, social, or other issues that are

impacting upon the educational progress of individual students. Evaluates given situations and develops a plan of action to address identified issues (may be done in collaboration with appropriate community and/or school staff members). Monitors the plan of action to ensure that the plan is effective or revises as is necessary to ensure student success.

Reviews records (cumulative files) of incoming students and informs Special Education staff members of information pertinent to that particular student's educational needs. (Individual Education Plans (IEP), discipline records, etc.)

Refers students with issues that are highly complicated or of a specialized nature to appropriate community resources, when such issues should not be handled at school level.

Provides career counseling through the analysis of academic achievement, test results, teacher consultation, personal goals, student occupational preferences, high school and/or college requirements, as well as the availability of other post-secondary options. Works with students to identify long-term educational objectives, career goals, and the projected employment market selected are realistic and relative to their interests and ability. Disseminates college and scholarship information ensuring students are aware of as many opportunities as possible.

Plans and implements DoDEA's system-wide assessment program at the school as directed. Conducts local testing programs as appropriate. Interprets test results and ensures that test results are understood by teachers, students, parents, school officials, and other interested persons. Incumbent is responsible for maintaining test scores and the security and inventory of all assessment materials entrusted to him/her.

Advises the principal on issues, attitudes and reactions of students, teachers, and parents related to curriculum, school policies, programs, or procedures. Serves as a consultant in obtaining services for all students including child advocacy and students' rights programs. Serves as a resource person as to the psychological soundness of educational programs under consideration.

The incumbent is responsible for conducting a comprehensive counseling program that encourages the trust and confidence of the student body, faculty, and parental community. 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; 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 and may be subject to a variety of environmental conditions to include the potential for exposure to acts of terrorism.