

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

1. Agency Position No. **S9252**

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

3. Service:  Hdqtrs.,  Field

4. Employing Office Location: **Arlington, VA**

5. Duty Station: **Various**

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

Explanation (Show any positions replaced)  
**Replaces PD S9208, GS-1702-07**  
**Educational Technician (Hearing Impaired)**

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: **0003**

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	<b>Education and Training Tech Educational Technician (Hearing Impaired)</b>	<b>YB <del>GS</del></b>	<b>1702</b>	<b>02 <del>07</del></b>	<b>sj</b>	<b>6/8/04</b>
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 (DoDEA)**

a. First Subdivision: **Area**

b. Second Subdivision: **District**

c. Third Subdivision: **School**

d. Fourth Subdivision

e. Fifth Subdivision

Signature of Employee (optional)

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 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)

Signature \_\_\_\_\_ Date \_\_\_\_\_ 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: **DoD Civilian Personnel Manual 1400.25-M, Subchapter 1920 OPM PCS for GS-1702 GLG for Instructional Work**

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 J. PERKINS**  
**Chief, Classification and Compensation Section**

Signature: *Laura Perkins* Date: **6/9/04**

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

24. Remarks: **This standardized position description for Education and Training Tech (Hearing Impaired), YB-1702-02 is appropriate for use in any DoDEA school.**

**INTRODUCTION**

The Department of Defense Education Activity (DoDEA) is a major Department of Defense (DoD) field activity with worldwide scope and the critical mission of ensuring that high quality education programs, from preschool through grade 12, are provided for eligible dependents of DoD military service members and civilian employees stationed in 13 foreign countries, seven states, Guam, and Puerto Rico. DoDEA is comprised of the Department of Defense Dependents Schools (DoDDS), the overseas component, and the Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS), the “stateside” component. DoDEA currently operates over 223 schools which employ approximately 14,500 professional educators and support staff serving over 101,500 students. DoDEA is one of the largest, most diverse and geographically dispersed school jurisdictions. DoDEA schools are fully accredited by U.S. regional accreditation agencies, and the DoDEA educational program consistently rates at or near the top in comparison with other U.S. school systems.

This standardized position description for Education and Training Tech (Hearing-Impaired) YB-1702-02 is appropriate for use in any DoDEA school. The purpose of this position is to provide support to the educational program for hearing-impaired students.

**MAJOR DUTIES**

Performs a full range of classroom functions in support of the education of hearing-impaired students of DoDEA, including but not limited to the following:

Provides total communication support services and instructional assistance to facilitate educational programs of hearing-impaired students in special classroom for the Hearing-Impaired and/or regular mainstream classroom settings. The incumbent provides instantaneous translation and interpretation of regular mainstream class lectures in all subject matter areas and elective work sheets, special projects, study material, etc., and reverse-interprets (sign-to-voice) for the hearing-impaired student.

Serves as a student tutor, individually or in small groups, using curriculum developed by the professional educator. When rendering such assistance, all instructional methods and techniques employed must be within program guidelines and appropriate to maintain and reinforce students’ vocabularies and augment those vocabularies whenever possible. Incumbent implements the educational program plan and makes minor adjustments based on a student’s progress. The employee observes and records student behavior and activity, noting productivity, ability, attitude, attention span, and sociability in relation to the objective of established learning process. Incumbent attends Case Study Committee (CSC) conferences and meetings in order to provide input involving student’s performance. Incumbent is required to respect the privacy and sensitivity of students and parents by controlling and restricting personal information to those who “need to know.”

Performs other duties as assigned.

**FACTOR EVALUATION STATEMENTS**

Factor 1, Knowledge Required by the Position

Knowledge and fluency in a sign language sufficient to serve as an interpreter providing instantaneous translation and interpretation, both signing and reverse-interpretation (sign-to-voice) for hearing-impaired students.

Knowledge of major curriculum areas throughout elementary and secondary school levels. Knowledge of mathematics, social studies, and language arts to be able to interpret technical concepts and terminology accurately and meaningfully.

Knowledge of meanings and associated signs of special terminology likely to be encountered while interpreting within an educational setting. Knowledge of common expressions (spoken or signed) popular among students in the particular geographic and school setting.

General knowledge of procedures and techniques in educating hearing-impaired children and youth, as well as regulations and practices affecting the education of hearing-impaired persons of all ages to be able to assist teachers in learning situations.

Basic understanding of how to approach multi-disabled and/or culturally diverse students, and the ability to report their progress both orally and in writing.

Must be proficient in English (i.e., vocabulary, spelling, grammar, reading, writing, and literature) to assist students in completing lessons and homework, learning to write creatively and properly, and to assist in understanding, analyzing, and appreciating literature.

Ability to interact effectively with others in person-to-person encounters.

Factor 2, Supervisory Controls

Administrative supervision (i.e., leave and timecard approval, employee evaluation, administrative counseling) is provided by the school principal. Technical supervision is provided by a professional educator who provides specific goals and identifies any special methods or procedures to be observed. Incumbent completes assignment in accordance with accepted practices, resolving conflicts that arise in the course of the assignment. Completed work is evaluated for technical soundness, appropriateness, and conformity to policy and requirements. Methods are not usually reviewed in detail.

Factor 3, Guidelines

Guidelines include, but are not limited to, DoD, DoDEA, or unit procedures and instructions; reference guides; and administrative instructions. The employee must use judgment to interpret and apply the guides to specific projects and procedures, with approval from professional educator or specialist to accommodate unusual situations.

Factor 4, Complexity

The work consists of varied duties involving several steps and processes to provide assistance to the teaching staff. The incumbent translates specific work assignments in such areas as mathematics, social studies, and language arts, as well as participating in conferences with staff members regarding behavioral characteristics and problems of hearing-impaired students in the school environment.

Factor 5, Scope and Effect

The purpose of this position is to assist the teaching staff in the instruction of hearing-impaired students, and to understand the instruction/direction of the teacher's lesson plan in the areas of mathematics, social studies, and language arts. The translation affects the well being, learning ability, and scholastic performance of the student(s).

Factor 6, Personal Contacts

Personal contacts are with employees, students, parents, and teachers in the immediate work unit, as well as education counterparts in a variety of locations.

Factor 7, Purpose of Contacts

Contacts are made to report problems, clarify information, exchange routine information and/or gather data for various reports or projects. The purpose of contacts with visitors is to provide information or to refer the visitor(s) to the proper official.

Factor 8, Physical Demands

The work is basically sedentary, but involves some lifting and carrying of documents and other light items.

Factor 9, Work Environment

The work is performed in a classroom or other school-related setting with adequate heating, lighting, and ventilation. Work may also be performed in the immediate community during field trips or work experiences. Some positions are located overseas, requiring accommodation to foreign culture and adjustment to a variety of personal inconveniences, to include the possibility of exposure to terrorist attacks.

Other Significant Factors

The incumbent will be required to respect the privacy and sensitivities of students and parents by controlling and restricting personal information to those who "need to know."

**EDUCATION AND TRAINING TECH (HEARING-IMPAIRED), YB-1702-02**

**PD S9252**

This position also requires the ability to obtain a Registry of Interpreters for the Deaf (R.I.D.) certification, either a Certificate of Interpreting, or a Certification of Transliteration, or a combination thereof.

**OR**

Ability to obtain the National Association of the Deaf (N.A.D.) certification, level III or above.