

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

1. Agency Position No.  
**S9254**

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location <b>Arlington, VA</b>		5. Duty Station <b>Various</b>		6. OPM Certification No.	
Explanation (Show any positions replaced) <b>Replaces PD S9104, GS-1702-04 Educational Aid (Sure Start)</b>		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code <b>0004</b>	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		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 Aid (Sure Start)</b>	<b>YB <del>GS</del></b>	<b>1702</b>	<b>01 <del>04</del></b>	<b>sj</b>	<b>6/9/04</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 <b>Department of Defense Education Activity (DoDEA)</b>	c. Third Subdivision <b>School</b>
a. First Subdivision <b>Area</b>	d. Fourth Subdivision
b. Second Subdivision <b>District</b>	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 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**

Typing Name and Title of Official Taking Action  
**LAURA J. PERKINS  
Chief, Classification and Compensation Section**

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

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								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks  
**This standardized position description for Education and Training Tech (Sure Start), YB-1702-01 is appropriate for use in any DoDEA school.**

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

**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 (Sure Start), YB-1702-01, is appropriate for use in any DoDEA school. The purpose of the work is to collaborate with and assist the Sure Start teacher in the implementation of the Sure Start Program for enrolled children. In meeting the required limit of teacher-pupil ratio of 1-10, the program assistant also assumes responsibility for guidance of the program.

**MAJOR DUTIES**

Assists the Sure Start Teacher in the implementation of the Sure Start Program for early childhood education by performing two or more of the following tasks:

Assumes shared responsibilities for monitoring food service and family dining and the guidelines for health, sanitation, and safety of the children. Assists volunteers in their activities with the children. Assists with teaching skills in toileting, feeding, eating, and personal hygiene. Operates instructional equipment (e.g., listening centers, projectors, audio-visual equipment, programmed instruction, and similar matters). Provides first aid assistance to students who receive minor injuries.

Assists teacher in planning room arrangement, activities, and schedules. Contributes to reports and assessments for student portfolios. Assumes leadership for the class in collaboration with the substitute teacher in the event of the Sure Start teacher’s absence. Observes and records student behaviors and activities.

Serves as a member of the Sure Start Advisory Committee and assists in making contacts with community agencies (e.g., Dental Clinic, Family Advocacy). Participates in parent-teacher conferences or other meetings (e.g., quarterly parent meetings). Assists in planning and conducting parent activities. Participates in all home visits with the Sure Start teacher that may include some evening hours.

Performs a variety of administrative tasks: Maintains attendance records, maintains and files student work in student portfolios, schedules make-up work, assists in organizing field trips, and reviews

assignments. Uses a personal computer or typewriter to type materials from handwritten or rough draft form.

May monitor students on playgrounds, in classrooms, hallways, restrooms, and cafeteria during recess and lunch periods, and in bus loading areas before and after school, to assist students in their activities, ensure proper behavior, and observation of safety rules.

Interacts with school staff, students, and parents in a positive manner, and maintains confidentiality where the rights of children and parents are concerned.

Performs other duties as assigned.

## **FACTOR EVALUATION STATEMENTS**

### Factor 1, Knowledge Required by the Position

Knowledge of DoDEA's Sure Start Program, practices of early childhood education, and skill in working with young children to provide meaningful assistance in classroom situations. Must attend yearly Sure Start training for program assistants.

Knowledge of and skill with behavior control techniques sufficient to motivate students to good behavior, to assist students to maintain clean and safe school facilities, to assist students to perform orderly lunchroom activities (opening containers, using napkins and utensils, properly disposing of trash, washing hands, etc). Knowledge and skill in common games and play activities sufficient to encourage and promote appropriate behavior in recess areas.

Knowledge of clerical procedures to be able to perform a variety of tasks in a learning environment. Ability to type and use a personal computer; however, a qualified typist is not required.

Ability to administer basic first aid in the event of injuries. Must be able to acquire and maintain a first aid training certificate.

Must be physically capable of assisting young children in a variety of learning and social situations.

Ability to speak, read, and write English with proficiency.

### Factor 2, Supervisory Controls

Administrative supervision is provided by the principal; however, assignments and work instructions are provided by the professional educator to whom assigned. The employee uses initiative in carrying out recurring assignments independently without specific instructions, but refers problems and unfamiliar situations not covered by instructions to the supervisor for decision. Work is reviewed for adequacy and effectiveness.

Factor 3, Guidelines

Procedures for doing the work have been established and a number of specific guidelines are available. The employee uses judgment in locating and selecting guidelines. Makes minor deviations to adapt the guidelines to specific cases. Refers to the teacher those situations to which existing guidelines cannot be applied or to which significant deviation from guidelines is required.

Factor 4, Complexity

The work consists of duties with related steps, processes, and methods. Decisions regarding what needs to be done involve various choices requiring the employee to recognize the existence of and differences among a few easily recognizable situations. Actions to be taken or responses to be made differ in such things as the source of information, the kind of transactions or entries, or other differences of a factual nature.

Factor 5, Scope and Effect

The purpose of this position is to assist a professional educator in the instruction and care of Sure Start students. The work affects the ability of a teacher to give more time and attention to professional responsibilities and to meet the individual needs of students.

Factor 6, Personal Contacts

Contacts are with teachers, parents, students, administrators, community agencies, and visitors to the school.

Factor 7, Purpose of Contacts

Contacts are made to provide assistance to Sure Start students and teachers.

Factor 8, Physical Demands

The work involves varied physical activity, including standing, bending, and lifting of children from three to five years of age.

Factor 9, Work Environment

The work is usually performed in a classroom or other school-related setting providing services for young children. There is adequate heating and ventilation. Work may also be performed in the immediate community when being transported in a school bus or van or on field trips. 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.