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

1. Agency Position No.: S9256

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

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

4. Employing Office Location: Arlington, VA

5. Duty Station: Various

6. OPM Certification No.:

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

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

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

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

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

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

13. Competitive Level Code: 0006

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	Education and Training Tech (OA) ~~Educational Aid (Office Automation)~~	YB ~~GS~~	1702	01 ~~04~~	sj	6/9/04
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:

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 J. PERKINS
Chief, Classification and Compensation Section

Signature: Laura Perkins Date: 6/9/04

22. Position Classification Standards Used in Classifying/Grading Position

DoD Civilian Personnel Manual 1400.25-M, Subchapter 1920

OPM PCS for GS-1702

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	LJ	10-25-05	and #1							

24. Remarks

This standardized position description for Education and Training Tech (OA), 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 (Office Automation) YB-1702-01 is appropriate for use in any DoDEA school. The purpose of the work is to assist teachers and other professional educators in instructional programs and classroom learning and activities. May be assigned to work in classroom, media center, health clinic, or school office.

MAJOR DUTIES

Prepares instructional materials related to class lessons by typing, duplicating, arranging, or displaying materials as instructed. Using a personal computer or typewriter, prepares letters, tests, schedules, purchase orders, and other such materials relating to overall school programs.

Collects resources such as maps, charts, magazine articles, and library books for teachers and students to support the educational lessons designed by the classroom teacher.

Passes out and collects items such as tests, homework assignments, and classroom handouts following the established guidelines of the classroom teacher. Grades tests according to instructions. Assists classroom teacher with recordkeeping, routine filing, and keeping the classroom neat and tidy.

Distributes testing materials, instructs pupils concerning test, collects testing materials, grades tests through application of identified scoring techniques, and provides desired analysis in standard form.

Develops audio-visual aids and provides instructional learning material from the library or other sources on the basis of identified educational objectives provided by the teacher.

Supervises small study groups and student committees, testing situations (as appropriate), and students' individual research projects. Assists students in subject areas and make-up work.

Accompanies teachers and students on field trips and maintains classroom order, enforces and upholds school regulations and discipline.

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

Attends meetings, in-service training sessions, and workshops to enhance job performance.

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.

In the Health Center, provides basic health care and first aid assistance to students who have minor injuries or are taken ill during the school day.

Performs other duties as assigned.

FACTOR EVALUATION STATEMENTS

Factor 1, Knowledge Required by the Position.

Knowledge of basic education and instructional methods for quasi-professional work to assist teachers and other professional educators in providing quality education to assigned students.

Knowledge of DoDEA policies, procedures, and goals to provide information to students and to ensure classroom order and discipline.

Knowledge of personal computers to perform office automation duties. A qualified typist is required.

Knowledge of clerical procedures such as typing, filing, recordkeeping, and telephone skills to provide administrative assistance to teachers, other educators, and school administrative personnel.

Skill in operating audio-visual equipment, copy machines, and multi-media equipment.

Ability to develop and maintain positive interpersonal relationships and rapport with staff members, students, and parents and understand/follow appropriate problem solving strategies/procedures to address conflicts, issues, or concerns.

Ability to follow oral and written instructions as well as to produce appropriate models of written communications, as necessary, which upholds the integrity and requirements of an educational organization.

Ability to work with a variety of personalities and age groups. Position may require movement within several educational environments during a school day to meet the needs of the students of the school.

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.

Factor 2, Supervisory Controls

Administrative supervision is provided by the principal; however, assignments and specific 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 accuracy and compliance with instructions or procedures. New or more difficult assignments receive more comprehensive review.

Factor 3, Guidelines

A number of guidelines such as work samples, precedent activities, school policies and procedures, clerical and computer guides are readily available. The employee uses judgment to interpret and adapt the guides to specific cases or problems, selecting the proper guide based on the circumstances of the case. Significant deviations from guides are referred to the supervisor.

Factor 4, Complexity

The work consists of duties that involve related steps, processes, or 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 the position is to facilitate the work of the teacher or other professional educator by relieving them of the routine non-professional functions and provide tutorial assistance to students in study groups and committees. The accuracy and timely completion of tasks benefits the teacher and students by ensuring materials are available, monitoring progress, and assisting teachers involved in student testing.

Factor 6, Personal Contacts

Contacts are with teachers, parents, students, administrators, and visitors to the school in a variety of routine situations and are conducted with the utmost professionalism.

Factor 7, Purpose of Contacts

Contacts are made to give and exchange information, give directions to students, and resolve recurring problems with the highest regard to confidentiality and information provided on a "need to know" basis. Discussions involving the mentioning of colleagues, staff, administration, and/or parents should first be addressed through the classroom teacher or administrator.

Factor 8, Physical Demands

The work is sedentary with some walking, standing, bending, and carrying of light items.

Factor 9, Work Environment

The work is usually performed in a classroom or other school-related setting providing services for students. 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.