

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S9257

6. OPM Certification No.

9. Subject to IA Action
 Yes No

13. Competitive Level Code
0001

14. Agency Use

2. Reason for Submission
 Redescription Reestablishment
 New Other

3. Service
 Hdqtrs. Field

4. Employing Office Location
Arlington, VA

5. Duty Station
Various

7. Fair Labor Standards Act
 Exempt Nonexempt

8. Financial Statements Required
 Executive Personnel Financial Disclosure Employment and Financial Interests

10. Position Status
 Competitive
 Excepted (Specify in Remarks)
 SES (Gen.) SES (CR)

11. Position is:
 Supervisory
 Managerial
 Neither

12. Sensitivity
 1-Non-Sensitive 3-Critical Sensitive
 2-Noncritical Sensitive 4-Special Sensitive

Explanation (Show any positions replaced)
Replaces PD S8709, GS-1702-03 Educational Aid

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 Educational Aid	YB GS	1702	01 03	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.

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.

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

24. Remarks
16-25-03 award #1

This standardized position description for Education and Training Tech (OA), YB-1702-01 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 (Aid), YB-1702-01, is appropriate for use in any DoDEA school. The purpose of this position is to collaborate with and assist the classroom teacher in the implementation of education programs.

MAJOR DUTIES

The incumbent supports DoDEA instructional programs by performing a combination of two or more of the following duties:

CLASSROOM ASSESSMENT: Distributes classroom assessment materials, instructs students regarding classroom assessment, collects assessment materials, works with students to self-assess using rubrics or assesses student work using clearly defined indicators of quality, and provides desired analysis in standard form.

INSTRUCTIONAL MATERIALS: Develops audio-visual-tactile aids or sets up laboratory demonstrations on the basis of identified educational objectives. Prepares activity materials from available resources; responsible for maintaining learning centers and a learning environment in accordance with guidelines of accrediting agencies.

LEARNING ENVIRONMENT: Tutors selected students and supervises independent study in laboratories, classrooms, and learning resource centers.

ADMINISTRATION: Makes arrangements for field trips, identifies points of interest and obtains brochures and other informational data for educator, guides students during trips, and maintains discipline.

MISCELLANEOUS: Performs a variety of self-help skills in the classroom (e.g., feeding, toileting, and dressing students); monitors playground and lunchroom activities; assists teacher in the classroom; may be required to ride a school bus with disabled students. Applies first aid for

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

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.

Performs other duties as assigned.

FACTOR EVALUATION STATEMENTS

Factor 1, Knowledge Required by the Position

Knowledge of educational practices and methods to provide classroom assistance to teachers and other professional educators.

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 perform a variety of clerical tasks in support of classroom activities.

Skill in working with children.

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

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. The supervisor assures finished work is in compliance with instructions or procedures.

Factor 3, Guidelines

Procedures for doing the work have been established and a number of specific guidelines are available. The employee works in strict adherence to the guides; deviations must be authorized by the supervisor.

Factor 4, Complexity

The work consists of duties that involve directly related steps, processes, and methods. Decisions regarding what must 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 assist professional educators in the instruction and care of students. The work affects the ability of the teacher to give more time and attention to professional responsibilities.

Factor 6, Personal Contacts

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

Factor 7, Purpose of Contacts

Contacts are made to provide assistance to teachers and students.

Factor 8, Physical Demands

The work involves varied physical activity, including standing, bending, and lifting of children ages 3-5 years of age, who may weigh as much as 50 pounds.

Factor 9, Work Environment

The work is usually performed in a classroom setting. There is adequate heating and ventilation. Work may also be performed in the immediate community when assisting students to and from school buses, 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.