

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

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Other				3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Arlington, VA		5. Duty Station Various		1. Agency Position No. S9278	
Explanation <i>(Show any positions replaced)</i> Replaces PD S9192, GS-0335-06 Computer Assistant				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		6. OPM Certification No.	
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <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"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code 0013	
										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	Tech School Information Assistant (OA)	YB <del>GS</del>	303	01 <del>6</del>	dc	
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)* \_\_\_\_\_

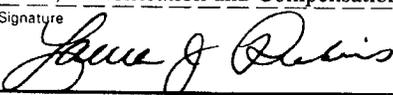
18. Department, Agency, or Establishment Department of Defense Education Activity		c. Third Subdivision School	
a. First Subdivision Area	d. Fourth Subdivision		
b. Second Subdivision District	e. Fifth Subdivision		

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		b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>	
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	
Typed Name and Title of Official Taking Action Laura J. Perkins Chief, Classification and Compensation Section Signature:  Date: 11/24/04	

23. Position Review	Initials	Date								
a. Employee <i>(optional)</i>										
b. Supervisor										
c. Classifier										

24. Remarks

This standardized position description for School Information Tech (OA), YB-0303-01 is appropriate for use in any DoDEA School. PD #S9279 is abolished as it is accommodated within the YB-01 pay band.

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

**School Information Tech (OA)  
YB-303-01**

**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 221 schools which employ approximately 14,500 professional educators and support staff serving over 100,000 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 is a standardized position description for School Information Tech (OA), YB-0303-01, for use at any DoDEA school. A student information management system is software specifically developed for school administration purposes. By entering, retrieving, and manipulating data in the student information management system, the incumbent of this position will perform a variety of school administrative support functions such as student registration, student attendance, academic records maintenance, tuition status, and other related processes.

**MAJOR DUTIES**

Responsible for new student registration. Assembles and distributes to families student registration packets including a student schedule and hand book, regulations, a health record form, and other forms that might be required. Provides assistance to students and parents in completing the packet. Receives and reviews completed packets to assure all forms and data are complete; verifies enrollment eligibility; requests student records when necessary, establishes a student file. When review is completed, enrollment data is entered into the student information management database.

Performs the following duties through use of the student information management system: Independently receives and acquires various data and enters into the student information management database to include new student enrollment, discipline and attendance data, school and student scheduling information, report cards and transcript information, and athletic eligibility for all students.

Enters grades, attendance, tuition, and transfer information to update a student’s data file. Also maintains students’ permanent hard-copy records and ensures the information is readily available to the proper school officials.

Works in coordination with the administration to construct in the student information management system a viable school master schedule for teachers (e.g., times for preparation periods, lunch times, classroom teaching, etc). Sets up all necessary directories for teachers and students classroom schedules. Enters all student course selections for new and returning students.

Implements data collection techniques for collecting and electronically transferring student grades. Also, collects and transfers grades into the student information management system through the use of the electronic grade book software. Trains and assists teachers on proper procedures and suspense time frames for submitting grades.

Prepares reports that are essential to the school administration and other personnel. Ensures the reports are run from the student information management system database and disseminated to the correct personnel in a timely manner. This includes reports such as honor roll, grade analysis, list of students with specified grades, and discipline profiles. Submits school data extractions per district, area and headquarters school data extraction schedule.

Prints from the student information management system database and mails all homebound information packets and maintains electronic and hardcopy files of all school reports, generates awards for attendance, honor roll, etc.

Prepares a variety of letters, messages, memoranda, reports, charts, school bulletins, and other correspondence using typing and automated word processing equipment and other various software programs.

Performs other duties as assigned.

### **Factor 1, Knowledge Required by the Position**

FL 1-4, 550pts

Knowledge of the organization, structure, and functions of the DoDEA school system (e.g., roles and responsibilities of school staff), the content of the student information management database, and the context in which the database is developed and employed (e.g., where and how information in the student information management system is generated and how it flows within the database) to enter data, design and retrieve standard and non-standard reports, and extract other data in response to user requests.

Knowledge of office automation equipment and software such as word processing, electronic mail, and Microsoft Windows to perform a variety of office automation functions to prepare correspondence and reports, enter and retrieve data from a database, send and retrieve e-mail, and fulfill administrative reporting requirements. A qualified typist is required.

Knowledge of grammar, spelling, capitalization, punctuation, and commonly-used terminology, to prepare documents and correspondence from handwritten drafts or voice recordings, to review and ensure the clerical adequacy of work prepared by others, etc.

Knowledge of school filing systems to maintain all student files with testing and scholastic information accurately and in such a way that is easily retrievable.

Ability to work effectively with students, parents, administrators and instructional staff, and staff from both the district and area level.

**Factor 2, Supervisory Controls**

FL 2-2, 125pts

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help.

The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

**Factor 3, Guidelines**

FL 3-3, 275pts

Guidelines include the student information management system users guide, electronic grade book, correspondence guides, and DoDEA regulations. Standard Operating Procedures exist for tuition collection and eligibility, registration, and records transmittal and receipt. The employee must use judgment in selecting and adapting the most appropriate information among many guidelines to best fit the requirements for accomplishing each function.

**Factor 4, Complexity**

FL 4-3, 150pts

The employee enters and retrieves a variety of standard (e.g., registration of new students) and non-standard automated reports (e.g., creating a master time table for teachers and students class schedule) involving different methods and procedures. Duties are complicated by their diversity, and by the requirement to train and provide assistance to others. Actions to be taken differ according to the type of data to be entered, the specific application being used, or the information requested.

**Factor 5, Scope and Effect**

FL 5-3, 150pts

Assigned work involves a wide range of student information management system support functions, which entails tracking, entering, validating, updating, maintaining, retrieving and transmitting information on many aspects of school operations. The work affects the quality and timeliness of information available to support school management decisions, the efficiency of daily administrative operations, the accuracy and timeliness of student information management

administration, and the productivity of other users requiring information specifically from the student information management system.

**Factor 6, Personal Contacts**

FL 6-2, 25pts

Contacts are with students, parents, school administrators and staff, and personnel who use or require assistance with the student information management system data. Contacts are also with staff at the district and area offices as required.

**Factor 7, Purpose of Contacts**

FL 7-2, 50pts

The purpose of contacts is to obtain, coordinate and validate information for entry into the student information management system database. Contacts with the district and area staff are to provide requested information for area wide student information management system reports. Contacts with students and parents are for the purpose of providing them with school enrollment information, assure all required data is provided, and to register students for school.

**Factor 8, Physical Demands**

FL 8-1, 5pts

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

**Factor 9, Work Environment**

FL 9-1, 5pts

The work is usually performed in a school office setting with adequate heating and ventilation. 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.