

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S9280

6. OPM Certification No.

9. Subject to IA Action
 Yes No

13. Competitive Level Code
0013

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

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 GS	303	01 5	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

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

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

Typed Name and Title of Official Taking Action
**Laura J. Perkins
Chief, Classification and Compensation Section**

Signature/Date
Laura J. Perkins **4/24/04**

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 School Information **Tech Assistant** (OA), ~~GS-303-5~~ **YB 01** is appropriate for use in any DoDEA School.

**Student 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 Student 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: 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.

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 1-3, 350pts

Knowledge of the organization, structure, and functions of the DoDEA School system to enter data, retrieve standard and non-standard reports, and extract other data in response to user requests.

Knowledge of office automation equipment and software such as the student information management system database, 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 3-2, 125pts

Procedures for doing the work have been established and a number of specific guidelines are available to include the student information management system users guide, electronic grade book, and DoDEA regulations. Standard Operating Procedures exist for tuition collection and eligibility, registration, and records transmittal and receipt. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

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 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 or the information requested.

Factor 5, Scope and Effect

FL 5-2, 75pts

Assigned work involves execution of student information management system support functions, which entails tracking, entering, validating, updating, maintaining, retrieving and transmitting information on specific aspects of school operations. The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

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 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.