

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

1. Agency Position No.

S9289

2. Reason for Submission

Redescription  
 Reestablishment  
 New  
 Other  
 Explanation (Show any positions replaced)

3. Service

Hdqtrs.  
 Field

4. Employing Office Location

Arlington, VA

5. Duty Station

Various

6. OPM Certification No.

7. Fair Labor Standards Act

Exempt  
 Nonexempt

8. Financial Statements Required

Executive Personnel Financial Disclosure  
 Employment and Financial Interests

9. Subject to IA Action

Yes  
 No

10. Position Status

Competitive  
 Excepted (Specify in Remarks)  
 SES (Gen.)  
 SES (CR)

11. Position is:

Supervisory  
 Managerial  
 Neither

12. Sensitivity

1-Non-Sensitive  
 2-Noncritical Sensitive  
 3-Critical Sensitive  
 4-Special Sensitive

13. Competitive Level Code

0005

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 <del>Educational Aid (Kindergarten)</del> (Kindergarten)	YB <del>GS</del>	1702	01 <del>04</del>	sj	12/7/04
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

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 (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  
GS-1702

Typed Name and Title of Official Taking Action

LAURA J. PERKINS  
Chief, Classification and Compensation Section

GLG for Instructional Work

**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.

Signature: *Laura J. Perkins* Date: 12/9/04

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier	sj	12-25-05								

24. Remarks

This standardized position description for Education and Training Tech (Kindergarten), 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 overseas, seven states, Guam and Puerto Rico. DoDEA is comprised of the Department of Defense Dependent's 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. All schools in DoDEA are fully accredited by U.S. accreditation agencies, and the DoDEA educational program consistently rates at or near the top in comparison with other school systems.

This standardized position description for Education and Training Tech (Kindergarten), YB-1702-01 is appropriate for use in any DoDEA school. The purpose of the work is to collaborate with and assist the Kindergarten teacher in the implementation of a full-day Kindergarten program for enrolled children.

**MAJOR DUTIES**

Assists the Kindergarten Teacher in the implementation of the full-day Kindergarten program for early childhood education by performing the following tasks:

Assumes responsibility for conducting and guiding children in group activities such as reading, fine arts activities, etc., according to the guidelines and strategies of "Building the Primary Classroom," the DoDEA Kindergarten content standards, and other educational and DoDEA directives, regulations, guides, manuals, and handbooks as well. Assumes shared responsibilities for monitoring food service, at times to include family dining, and the guidelines for health, sanitation, and safety of the children. Assists volunteers in their activities with the children. 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 Kindergarten teacher's absence. Observes and records student behaviors and activities.

Participates in parent-teacher conferences or other meetings (e.g., parent meetings). Assists in planning and conducting parent activities. Participates in all home visits with the Kindergarten 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 prepare materials from handwritten notes or rough draft form.

Interacts with school staff, students, 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 DoDEA's Full-Day Kindergarten program, practices of early childhood education, and skill in working with young children to provide meaningful assistance in classroom situations. Must attend Kindergarten training for program assistants, when requested.

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 Kindergarten 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 Kindergarten students and teachers.

Factor 8, Physical Demands

The work involves varied physical activity, including sitting on floors, standing, bending, and working with children from five to six years of age. The employee will be required to clean tables, toys, and equipment with bleach.

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.