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

1. Agency Position No.: S9325

2. Reason for Submission: [ ] Redescription [ ] New [ ] Reestablishment [X] Other

Explanation *(Show any positions replaced)*

Replaces PD S9186, GS-0303-05
School Support Assistant

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: 0007

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 c. Second Level Review d. First Level Review	Tech School Support ~~Assistant~~	YB ~~GS~~	0303	01 ~~05~~	sj	11/16/05
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:

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 J. Perkins Date: 11/29/05

22. Position Classification Standards Used in Classifying/Grading Position:
DoD Civlian Personnel Manual 1400.25-M, Subchapter 1920
GS-0303 Flysheet, TS-37, Nov 79
GLG for Clerical and Assistant Work, TS-91, Jun 89

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										

24. Remarks

This standardized position description for School Support ~~Assistant~~ ~~GS~~-0303-~~05~~ Tech YB 01 is appropriate for large DoDEA schools where a higher graded School Support ~~Assistant~~ Tech is assigned.

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 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 219 schools which employ approximately 14,500 professional educators and support staff serving over 95,000 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 School Support Tech YB-0303-01 is appropriate for large DoDEA schools where a higher graded School Support Assistant is assigned. The purpose of this position is to perform material management and support services functions for a school to provide adequate and timely logistics support to students, staff, and faculty.

MAJOR DUTIES

A. School Support Services

Prepares, edits, and submits orders to the Area Director's office for purchasing supplies and equipment within specified budget/time constraints based on approved requests from faculty and school staff. Obtains common-use items from the supporting military self-service center or the General Services Administration (GSA) and processes requests for locally available material either through the Area Director's office or through the local military procurement office. Queries the appropriate activity to follow up on requests when due-in-material is not received. Responds to verbal and written inquiries.

Performs a combination of tasks concerned with the receipt, storage, issue, and replenishment of supplies and equipment, forms, publications, texts and other books, and items requiring special handling (e.g., live specimens, hazardous materials such as gasoline, volatile chemicals, and gases), as well as technical items such as computer equipment, facsimile machines, and audio-visual equipment. Stores and secures supplies and equipment in accordance with established procedures. Examines items received, notes overages/shortages or any damaged incurred in shipping. Takes action to resolve the discrepancies. Prepares reports of discrepancy. Prepares documentation for items being returned or otherwise leaving the school complex, such as when discrepant material must be returned to the vendor.

Records supply transactions in the appropriate automated system. Files copies of documents and ensures that an adequate automated and hard-copy audit trail exists. Maintains up-to-date forms and publications.

Maintains formal records of durable properly and textbooks, including complete histories of transactions. Verifies and records serial numbers upon receipt of goods, bar codes items, and adds items to the accountable item listing in the automated material management system. Issues accountable items to faculty, school staff, contractors, parents, guardians, and students against sub-hand receipts. Prepares reports and appropriate documentation on missing, lost, or stolen items. Assists in annual inventory of accountable property, textbooks and workbooks. Assists in special or joint inventories of hand-receipt accounts in conjunction with the hand-receipt holder and adjusts records based on findings.

Assists in preparation of unserviceable and/or unneeded items for transfer to the Defense Reutilization Management Office (DRMO). Prepares documentation required for disposal.

Performs a variety of light maintenance and repair work for the school (e.g., changing light bulbs, adding toner to copy machines, moving furniture, making simple or minor repairs to non-electrical equipment). Sends and receives registered, certified, and express mail. Picks up and delivers official school incoming and outgoing mail. Prepares and arranges furniture for assemblies. Moves supplies and equipment in and around the school, between school buildings, and storage sheds.

C. Government Purchase Card (GPC)

As a designated Government Ordering Official, backs up the senior School Support Assistant in the purchase of supplies and services for the school through use of the GPC. Completes purchase actions including pre-approvals and requests for quotes, ensuring requirements for competition or sole source documentation and approval are met. Where necessary, follows up on disputed actions through conflict resolution with Government, contractors, and bank personnel.

Receives requests for GPC purchases from teachers, administrators, and other school staff. Determines if requests are appropriate and meet GPC program conditions. Determines a fair and reasonable price, via telephone, catalog, or direct quote; prepares required documentation, records transactions in an automated accounting system, forwards order documentation to the District or Area Resource Management Office, establishes and maintains files supporting the transaction, and presents to the Approving Official for purchase approval.

Makes approved purchases by phone, catalog, internet, or over-the-counter. Enters purchase data into the Monthly Purchase Log. Retains all purchase forms and receipts in the GPC record file for the current month or billing period. Reconciles and verifies the monthly purchase log against GPC bank statements, resolves discrepancies by reviewing files and logs or contacting vendors to obtain invoices or other documents, as appropriate, provides reconciled files to the Approving Official.

Receives all purchases made through GPC program. Verifies quantity, description, condition, and price to actual order. Take action to correct discrepancies in orders received. Retains all original, verified shipping and receiving documents in the GPC record file. Reconciles monthly GPC statement. Prepares Cardholder Statement of Questioned Item (CSQI) in cases of billing

discrepancies. Certifies monthly statement and forwards to Approving Official with supporting documentation.

Travel under GPC

May arrange unofficial travel through use of GPC, assuring competition on all travel transactions above $2,500 unless arranged through the local Scheduled Airlines Travel Office (SATO)/ Carlson Travel. Unofficial travel is travel required by students/coaches/sponsors relative to school-sponsored events. When purchasing transportation tickets for unofficial travel, uses the lowest priced contractor meeting travel requirements, and when purchasing transportation tickets above $2,500 to $25,000 (for overseas) on unofficial travel, obtains and documents price quotes from a minimum of three sources.

Performs other duties as assigned.

FACTOR EVALUATION STATEMENTS

Factor 1, Knowledge Required by the Position

Knowledge of standard DoD supply support systems as implemented in DoDEA regulations covering supply management (i.e., standard requisitioning, stock, storing, records, and issuing procedures, in order to provide adequate support within funding limitations.

Knowledge of regulations, policies, and procedures to set or revise stock levels for school supplies and equipment and to assist in acquisition of government property.

Knowledge of the GPC program to acquire government property for use by the school and to ensure all purchases are proper, legal, economical, and satisfy a bona fide requirement.

Ability to operate a personal computer and peripheral equipment to input data regarding supply or purchase transactions. A qualified typist is not required.

Ability to write and speak clearly in English, and to fully comprehend regulations written in English.

Incumbent must be able to satisfactorily complete a childcare NACI background investigation.

Factor 2, Supervisory Controls

Works under the very general supervision of the school principal, who assigns priorities and deadlines as applicable, and the leadership of a higher-graded School Support Assistant. The employee plans and carries out the work assignment in accordance with policies or accepted practices. Receives technical guidance on unusual situations from the higher-graded school support employee, local complex personnel, or Area or District offices. Completed work is

reviewed in terms of accuracy, technical soundness, appropriateness, and conformity to policy and requirements.

Factor 3, Guidelines

Guidelines include DoD and DoDEA logistics and supply regulations, policies, and procedures. The employee uses judgment in selecting the appropriate guide, and refers situations to the supervisor or higher graded employee when the existing guidelines cannot be applied or when significant deviation is required.

Factor 4, Complexity

The work involves a variety of clerical and administrative tasks in performing support services duties. Assignments such as ordering, receiving, stocking, storing, issuing, accounting for, repairing, maintaining, disposing of, and documenting school supplies and equipment require judgment and initiative to perform effectively. Complex transactions requiring unusual analysis, research, or evaluation, which are infrequent or irregular, are referred to higher graded school support personnel for assistance.

Factor 5, Scope and Effect

The work involves application of specific regulations and repetitive procedures of material management to accurately process transactions for school-related materials. The school support function affects the ability of the school to provide a quality education to dependents of DoD military and civilian personnel assigned overseas, which consequently affects the morale and welfare of the military personnel and DoD civilian personnel assigned overseas.

Factor 6, Personal Contacts

Personal contacts are with co-workers, education specialists, teachers, school administrators, school complex or district personnel, and vendor representatives.

Factor 7, Purpose of Contacts

The purpose of contacts is to obtain, coordinate, or expedite support services actions. Contacts are also to follow up on material delays and identify discrepancies.

Factor 8, Physical Demands

The work is partly sedentary, but regularly requires walking, bending, standing, carrying or lifting items up to 40 pounds, lifting above shoulder height boxes weighing 40 pounds, and unloading/loading vehicles. Weight-handling equipment is available for heavier loads.

Factor 9, Work Environment

The work is performed in an office setting with adequate heating, lighting, 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.