

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

1. Agency Position No.  
**S9326**

6. OPM Certification No.

9. Subject to IA Action  
 Yes  No

13. Competitive Level Code  
**0007**

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  2 Noncritical Sensitive  3 Critical Sensitive  4 Special Sensitive

Explanation (Show any positions replaced)  
**Replaces PDs S9189 and 9185, GS-0303-05**  
**School Support Assistant**

| 15. Classified/Graded by               | Official Title of Position               | Pay Plan         | Occupational Code | Grade                       | Initials  | Date            |
|--|--|------------------|-------------------|-----------------------------|-----------|-----------------|
| a. U.S. Office of Personnel Management | <b>Tech<br/>School Support Assistant</b> | <b>YB<br/>GS</b> | <b>0303</b>       | <b>01<br/><del>06</del></b> | <b>sj</b> | <b>11/16/05</b> |
| b. Department, Agency or Establishment |  |                  |                   |                             |           |                 |
| 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, GS-0303 Flysheet, TS-37, Nov 79**  
**GLG for Clerical and Assistant Work, TS-91, Jun 89**

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

Signature *Laura J Perkins* Date **11/29/05**

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 Support Tech, YB-0303-01 is appropriate for use in any DoDEA School.**  
**PD #S9331 is abolished as it is accommodated within the YB-01 pay band.**

**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 YB-0303-01 School Support Tech is appropriate for use at any DoDEA school. The purpose of the position is to perform material management and support services, providing adequate and timely logistics support to the students, staff, and faculty of a DoDEA school. If assigned to a large school, the employee may be supported by one or more lower graded personnel.

**MAJOR DUTIES****A. Property/Material Management**

Serves as property custodian maintaining a perpetual inventory of non-expendable property and supply records for durable items in the school. 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. Submits annotated hard copy transaction document to the Accountable Officer on a periodic basis. Issues accountable items to faculty, school staff, contractors, parents, guardians, and students against sub-hand receipts. Conducts special, joint, or annual inventories of hand-receipt accounts in conjunction with the hand-receipt holder and adjusts records based on findings. Ensures adequate controls for accountable property are maintained by property holders by periodically inspecting classrooms to match serial/tag numbers against the sub-hand receipts, surveying halls and classrooms to ensure access is limited to authorized personnel, etc. Reports deficiencies to the school principal. When property is lost, damaged, or destroyed, takes prompt and appropriate action in accordance with DoDEA procedures. Prepares reports and appropriate documentation on excess and unserviceable items, disposing of or transferring them by direction of the Accountable Officer. Turns in to or receives excess property from the servicing Defense Reutilization and Marketing Office (DRMO) and arranges appropriate transportation. Responsible for accountable property stored in all supply areas in the school. Ensures accountable items are returned to a central storage location or are properly stored in individual classrooms at the end of the school year.

Assures school support requirements are prepared, edited, and submitted to the Area Director’s office for the purchase of supplies and equipment. Verifies the availability of supply funds,

supply levels, emergency conditions, economic order quantities, and authorizations. Obtains common-use items from the supporting military self-service center or through General Services Administration (GSA). Processes requests for locally available material either through the Area office or the local military procurement office. Based on the most recent status received, queries the appropriate activity to follow up on requests when due-in-material is not received. Responds to verbal and written status inquiries. Consults DoDEA directives and the local military transportation office when discrepant material must be returned to the vendor, or property is transferred or sent for disposal. Completes documentation in accordance with established procedures.

Identifies equipment requiring repair or maintenance. Coordinates repair of computers and computer ancillary equipment through the complex or school computer coordinator. Takes action to return unserviceable equipment to a serviceable condition, or initiates action to replace the equipment. Contacts the appropriate service or repair personnel, evaluates cost reasonableness (including locating the least expensive alternatives), prepares documentation to initiate the contract, transports the item to the local repair point, and obtains appropriate receipts. Inspects the item upon return to ensure operational condition. Forecasts and identifies to the school principal the life cycle replacement requirements for equipment items. Ensures general- and special-purpose test equipment is calibrated periodically.

Assures all supply transactions are recorded in an automated system and that copies of documents are file appropriately to maintain an adequate automated and hard-copy audit trail. Reconciles system rejects and other property or documentary discrepancies. Advises school, District, or Area Office logistics personnel when procedural variations are required or discrepancies need to be resolved. Ensures forms and publications maintained are up-to-date.

Sets or revises stock levels for authorized items available through the supply system for school stockage. Receives, stores, issues, and replenishes supplies, equipment, forms, publications, 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. Ensures that items received are stored and secured in accordance with established procedures. Examines items received, notes any overage or shortage, or any damage incurred in shipping. Takes action to resolve discrepancies. Prepares detailed reports of discrepancy in accordance with DoDEA Manual 4100.2. Prepares shipping documentation for items being returned or otherwise leaving the school complex.

Uses and maintains a library of DoDEA, GSA, and other appropriate federal and commercial catalogs to identify supply items requested by the faculty and school staff. Determines stock number, prices, descriptions, sources of supply, or other required management data. Identifies in-country sources for hazardous or perishable material and host-nation related material.

Inventories textbooks and workbooks at the beginning and end of each school year, and maintains inventory records, including complete histories of transactions.

## B. Support Services

Compiles financial data to forecast the budget for replenishment of supplies and equipment, and equipment repair and maintenance and forwards to the principal for incorporation into the school budget. Takes into consideration factors such as prior school year budget, fluctuations in usage, seasonal demands, special projects, and changes in enrollment and school programs. Establishes, manages, and verifies expenditures for a variety of accounts such as local purchase, self-service supply, Commissary account, and government purchase card (GPC). Monitors all accounts and recommends redistribution of funds to optimize service and to meet unanticipated requirements. Identifies trends to the school principal to ensure funds are not exceeded or exhausted before the end of the school year. Maintains informal funds obligation register and reconciles with status reports received from the district budget officer and Area Resource Management Office (RMO) throughout the year. Prepares statistical reports, budget variance analysis, and programmatic reports for presentation to the school principal. Collects funds and receipts for lost or damaged books, musical instruments, etc. Prepares and submits cash collection vouchers to the finance and accounting office. Prepares and submits monthly expenditure reports to the district budget officer and the Area RMO.

Monitors base-level support provided under the interservice support agreement including service contracts for school equipment maintenance and repair, custodial support, utilities, laundry and dry cleaning, mail pickup and delivery, etc., to ensure the supporting installation is in compliance with the agreement. Evaluates and prepares written or verbal reports on services received and informs the school principal or the contracting officer's representative of instances of noncompliance. Monitors lease contracts on school equipment to initiate and track requirements for preventive maintenance and to return the equipment at the end of the contractual period.

Assists in monitoring the school safety and security programs to ensure compliance with program requirements of DoDEA and the supporting military installation. Reports to and coordinates any required actions with the school principal and supporting military security personnel when threats of terrorist activities are received. Assists with responses as directed. Secures and unlocks school on a daily basis. Assists Area and District personnel with physical security inspections to ensure adequate security measures are in place and adhered to. Conducts school level self-inspections. Ensures property-holders comply with requirements to secure high-value and pilferable accountable property in such a manner as to discourage potential thieves. Inspects school facility daily to ensure stairways and pathways are not obstructed. Issues and controls keys for school facilities. Assists administrators in coordinating school fire safety efforts to ensure compliance with requirements of DoDEA and the supporting military community. Performs school caretaker services throughout the school year and during recesses for winter, spring, and summer.

Where needed, 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, etc.) Sends all regular, registered, certified, and express mail. Picks up and distributes all 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 designated Government Ordering Official, uses the GPC to purchase supplies and services for the school. 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 1, Knowledge Required by the Position

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

Knowledge and understanding of an extensive body established and standardized budgetary and financial rules, regulations, and procedures to manage the GPC card program.

Knowledge of policies and procedures governing accountability of U.S. government property, including acquisition, control, protection, and disposition, and the maintenance of accurate property records, to serve as school property custodian.

Knowledge of administrative procedures and established supply regulations, policies, and procedures to maintain an accurate accounting and reporting system for accountable property, to conduct inventories, and to process work requests/orders for equipment maintenance and repair, and administrative transportation to move materials from one location to another.

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.

Knowledge and understanding of district contracts related to custodial, maintenance, and repair to assure that services ordered/requested are in keeping with the terms of the contract.

Knowledge of security and safety procedures to detect and determine proper corrective action for potential hazardous conditions.

Knowledge of and ability to operate personal computers and the automated material management system and other software programs to accomplish assignments requiring material management or budget data reports. 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. The employee plans and carries out the work assignment in accordance with policies or accepted practices. Receives technical guidance from the Area or District offices, or local complex personnel on unusual situations. Completed work is reviewed in terms of accuracy, technical soundness, appropriateness, and conformity to policy and requirements.

Factor 3, Guidelines

Guidelines are varied and include supply, budget, safety, and security regulations, policies, procedures, and reference materials that are not completely applicable to the cases or problems encountered or may have gaps in specificity when dealing with individual issues. The employee uses judgment in selecting, interpreting, and adapting guidelines for application to specific cases or problems.

Factor 4, Complexity

The work involves a variety of unrelated administrative and technical tasks in the areas of logistical support, budget, and safety administration. The work frequently requires deviation from standard or accepted procedures to resolve a problem. The employee decides what needs to be done based on the analysis of the subject, phase, or issues involved in resolving the problem at hand. Special or high-priority requests require the employee to determine appropriate sources and procedures based on experience and precedent actions.

Factor 5, Scope and Effect

The purpose of the position is to provide all aspects of school-level support services. The work involves the application of supply, budget, safety, and security regulations and procedures to accurately process transactions for school-related services. The work product affects the ability of the school to provide a quality education to dependents of DoD personnel stationed overseas, which also impacts upon the morale and welfare of military personnel and DoD civilian personnel assigned overseas.

Factor 6, Personal Contacts

Personal contacts are with co-workers, teachers, school administrators, Area or DSO logistics, resource management and information technology personnel; DoDEA procurement office, supporting military personnel (i.e., procurement personnel and supply staff, base engineering, fire and safety officials), and vendor representatives.

Factor 7, Purpose of Contacts

The purpose of contacts is to obtain, coordinate, or exchange information regarding school support services. Contacts may also be made to follow up on support services requiring special attention.

Factor 8, Physical Demands

The work is partially sedentary; however, it requires regular 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 typical of the overseas area, including the possibility of exposure to terrorist attacks.