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

1. Agency Position No.: S9327

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

Explanation *(Show any positions replaced)*

Replaces PD S9184, GS-0303-07
Lead 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 [ ] 3-Critical Sensitive [ ] 2 Noncritical 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 | School Support Coordinator | YB ~~GS~~ | 0303 | 02 ~~07~~ | sj | 11/16/05 |
| 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 Complex

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 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

**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 Coordinator, ~~GS~~ YB-0303-~~07~~ 02, is appropriate to any DoDEA District Superintendent's Office (DSO), or to any school complex comprised of three or more elementary through secondary schools.

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

# SCHOOL SUPPORT COORDINATOR, YB-0303-02

**S9327**

## 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 Coordinator, YB-0303-02, is appropriate to any DoDEA District Superintendent's Office (DSO), or to any school complex comprised of three or more elementary through secondary schools. The employee serves as a DSO or school complex coordinator for lower graded personnel at the school level who perform a variety of school support services.

## MAJOR DUTIES

Property/Material Management

Prepares and conducts hands-on training for school support personnel and administrators who are new to the school complex. Training topics include the use of automated material management systems, as well as DoDEA policies and procedures governing material management. Periodically reviews system-generated products and files to ensure school support personnel in the complex or district are using the system properly, are responding to information queries in a timely manner, and are forwarding necessary documentation to the appropriate activities. Establishes and provides training on systems to assist school support personnel in detecting and correcting deficiencies. Ensures school support personnel provide equipment density listings to the supporting military installation(s) for equipment maintenance and repair requirements. Periodically surveys district or complex schools to ensure inoperable equipment is being repaired or reported as unserviceable to the Accountable Officer.

Provides guidance and/or assistance to school support personnel in identifying repair sources for school-unique equipment such as science, photography, electronic, and automotive laboratory equipment, kilns, etc., by researching and analyzing the capabilities of military maintenance activities or commercial sources to repair such items. Assists school support personnel in generating technical evaluations or principal's certificates on repairable items requiring maintenance not available locally or through normal sources to the Area Director's office. Ensures schools' general- and special-purpose test equipment is calibrated periodically.

Surveys the complex schools to ensure excess materiel is identified, offered for redistribution to other schools, or processed for transfer or disposal. Reviews records to determine if property has become obsolete or otherwise excess to the needs of the school or complex, recommends re-utilization as appropriate and prepares documentation for transfer of property.

Audits hand-receipt accounts of the district or complex schools to ensure support personnel are maintaining accounts properly, including adding, deleting, changing item data, maintaining hard-copy files of auditable documents, properly bar-coding accountable items, reporting changes in account status to the Accountable Officer, etc.

Plans and prepares procedures for annual inventories and participates in the inventory processes throughout the district or complex. Determines causes of inventory discrepancies by checking all property records (e.g., purchase orders, reports of surveys, transfers, sub-hand receipts, and other sources), compiles documentation for survey actions relating to loss, damage, or destruction of government-owned property.

Reviews proposed purchase procedures for district or complex schools to ensure they are in accordance with the fiscal year budget plan, reviews justifications, and recommends actions for property requests not on the fiscal year budget plan.

Plans and conducts limited segments of management studies on the utilization of property and equipment held by district or complex schools, makes informal recommendations to schools' principals based on findings.

Reviews supply and central storage areas to ensure material is being labeled and stored properly.

Government Purchase Card (GPC) and Small Purchase Procurement

As designated Government Ordering Official, purchases supplies and services for the district or complex using the Government Purchase Card (GPC) for individual purchases up to $25,000. Completes all acquisition award actions including pre-approvals and requests for quotes. Ensures competition requirements are met or develops sole source justifications. Where necessary, follows up on disputed actions through conflict resolution with Government, contractor, and bank personnel.

Receives requests for GPC purchases, determines if requests are appropriate and meets laws, regulations, and GPC program conditions. Determines a fair and reasonable price for item via telephone, catalog, internet or direct quote, completes required documentation such as sole-source justifications and approvals, records transactions in the automated accounting system, forwards order documentation to the District or Area Resource Management Office, establishes and maintains files supporting the purchase, and presents to the Approving Official for purchase approval.

Makes approved purchases by phone, catalog, internet, or over-the-counter. Enters purchase data on the Monthly Purchase Log. Retains all purchase forms and receipts in the GPC record file for the current month or billing period.

Receives 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.

Safety/Security Administration

Assists administrators with overall district or school complex safety and security duties. May attend periodic training classes, safety training meetings, etc., to stay current with information and programs to better inform employees of safety instructions, safety inspection results, emergency action plans, and any special projects or events available to heighten safety awareness. Assists with reviews of working conditions and practices in and around playgrounds, gymnasiums, laboratories, industrial shops, and technical classrooms. Assists Area, District, or 1base support personnel with required data, reports, bioenvironmental health, and security issues. Assists administrators with required data, reports, and follow-up paperwork for review at local or higher levels. Assists administrators with reviews, analyses, and recommendations for correction of safety and security deficiencies. Assists with implementation of internal security controls in accordance with DSR 4700.2, "DoDEA Internal Security."

May act as key custodian. Establishes a key and lock control program in accordance with established guides. Conducts physical security inspections to the integrity of key and lock protection procedures and advises administration of necessary corrective actions.

Assists administrators with fire prevention duties. Designs and posts internal evacuation plans for schools in the complex. Coordinates and assists local fire officials with fire safety practices throughout the year. Submits data associated with fire drills and other fire prevention practices to administrators for review by the safety office.

School Support Oversight

Provides technical direction to school support personnel in compiling data to forecast the budget for the replenishment, repair, and maintenance of supplies and equipment, cyclical facility maintenance and repair, interservice support, and other related school support services. Provides district officials and/or principals with recommendations for the logistics portion of the budget necessary to maintain fund accounts.

Keeps advised of all changes in enrollments, utilization of supply and facility resources, base tenure and population shifts and other plans which affect school support programs.

Conducts scheduled on-site inspections of school facilities (including grounds, installed equipment, utility systems, electrical systems, and fire prevention systems) to identify both short- and long-range work requirements needed to maintain school facilities at a desired standard or to restore them to that standard.

Contract Liaison

Performs quality assurance evaluations of contract performance for schools in the complex, maintaining close liaison with school administrators, teachers, contracting personnel, and host nation vendors. Monitors contractor performance and equipment for district or complex schools to ensure compliance with contract specifications. Serves as liaison between teachers, school administrators and the contractor. Receives, investigates, and resolves minor service complaints, and follows up to ensure the contractor takes corrective action required. Prepares documentation for the contracting officer to enforce the contract, including contract amendments and justified monetary penalties for unsatisfactory performance. Reviews contractor invoices for accuracy of services billed.

Performs other duties as assigned.

## FACTOR EVALUATION STATEMENTS

Factor 1, Knowledge Required by the Position

Working knowledge of the disciplines making up material management and logistic support, such as material acquisition, property accounting, equipment maintenance and repair, property transfer and disposal, facilities maintenance and repair, security and safety policies and principles.

Knowledge of and experience working with standard DoD supply and logistic support systems, as implemented in DoD component regulations covering supply management (i.e., standard requisitioning, stock, storing, records and issuing procedures to review material management programs at schools throughout the complex or district.

Knowledge of policies and procedures governing accountability for government property, including acquisition, control, protection, and disposition, as well as maintenance of accurate and auditable property records to be able to review schools' hand receipts.

Knowledge of policies and procedures governing DoD safety and security programs to detect and determine proper corrective action for potentially hazardous conditions.

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

Skill and experience in operating and training others in the use of personal computers and the operation of an automated material management system, word processing requirements, and other software programs or packages used to accomplish the assigned work. A qualified typist is not required.

Knowledge of facilities engineering technical work to assist in inspection of school facilities, grounds, equipment, utility systems, electrical systems, and fire prevention systems.

Knowledge and understanding of district and/or complex contracts related to custodial, maintenance, and repair contracts to monitor contractor performance, perform some quality assurance duties, and provide required support.

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

The supervisor provides general instructions for new and unusual aspects of the work, assigning priorities and deadlines as applicable. The employee performs the work at a high level of independence and without the technical guidance of a knowledgeable counterpart. Consults with Area Director's office experts for situations not covered by written procedures, instructions, or prior experience, seldom having to refer matters to the supervisor. Assists school support personnel within the district or complex with a wide range of responsibilities. The supervisor reviews work by sampling documents forwarded for approval and by discussing with school principals the quality of assistance provided to other schools in the complex.

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 have gaps in specificity. The employee exercises judgment and experience in interpreting and adapting guidelines to situations not covered by standardized regulations or prescribed procedures.

Factor 4, Complexity

Work involves a variety of different and unrelated technical, administrative, and clerical tasks in the areas of logistics support, budget, and safety administration. Assignments include ordering and receiving school supplies and equipment; managing and verifying GPC accounts; and ensuring district or complex facility, safety and security receive attention. The employee must be thoroughly versed in all aspects of school support to train school support personnel and to respond to their questions. Actions taken vary depending upon the circumstances and the issue or problem encountered. Some actions are reasonably clear-cut and require little choice; however, most will regularly require unusual analysis or evaluation before work can progress.

Factor 5, Scope and Effect

The purpose of the position is to provide oversight to school support personnel within the district or complex regarding the services they provide to their schools. The work involves application

of supply, logistics, budget, safety, and security regulations and procedures to accurately process transactions for school support services. The work affects the ability of schools to provide necessary supplies, equipment, safety and security services, and to provide a quality education to dependents of DoD personnel stationed overseas which also impacts on the morale and welfare of DoD military and 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

Contacts are made to plan, coordinate, or advise on work efforts or to resolve operating problems in logistics, safety, or security support services actions. Contacts may also be made to seek cooperation from others in resolution of complicated school support issues.

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.