



DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
4040 NORTH FAIRFAX DRIVE
ARLINGTON, VIRGINIA 22203-1635

PERSONNEL CENTER

DODEA Regulation 5335.9

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Change 1, August 19, 2005

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
EDUCATOR CAREER PROGRAM

Reference: DS Regulation 5335.9, "Department of Defense Dependents Schools, "Educator Career Program," January 15, 1991 (hereby canceled)

A. PURPOSE

This Regulation updates and reissues policy and procedures for the promotion and placement of candidates in school-level and above-school level supervisory, managerial, and specialist educator positions.

B. APPLICABILITY AND SCOPE

This Regulation applies to U.S. citizen, non-temporary, excepted service educator positions. This Regulation will be used to fill Department of Defense Dependents Schools (DoDDS) school-level and above-school level supervisory, managerial, and specialist educator positions in foreign areas.

C. POLICY

It is DoDDS policy to meet present and future staffing needs with the best qualified candidates while providing equal career opportunities for all qualified employees.

1. a. Vacant positions covered by this Regulation will be filled from among the best qualified available candidates from within or outside DoDDS. A listing of positions covered is contained in Enclosure 1. Individuals must be registered in the Educator Career Program (ECP) to be considered for voluntary reassignment or promotion to a position covered by the ECP. This does not preclude offers of repromotion to those serving in positions with retained grade/pay. These procedures will also be used for placement in positions with expected or known promotion potential.

b. For purposes of this regulation, a promotion is defined as a move to a higher pay schedule or grade (i.e., from pay schedule L to K). A move within the same pay schedule is noncompetitive (i.e., Principal Elementary to Principal High School, or from a small to large school) and considered a reassignment for purposes of this regulation.

c. Employees who request voluntary change to a lower grade, change to lower pay schedule, or change to lower rate of pay are not eligible for pay retention. Pay will be set in accordance with applicable pay setting procedures.

2. Referral and selection will be based on qualifications related to the duties of the position to be filled without regard to race, color, religion, political affiliation, marital status, national origin, age, sex, or non-disqualifying handicap.

3. Minimum qualification requirements will be the standards prescribed by DoDDS in Enclosure 2.

4. The normal area of consideration for positions on Schedules K and L and at the GS-12 level and above will be DoDDS-wide. Exceptions may be approved in advance by the Director, DoDEA. When a position is to be filled by temporary promotion or detail for less than one school year, the area of consideration may be limited. District level Instructional Systems Specialist positions may be filled outside the ECP at the discretion of the district superintendent where the vacancy exists.

5. Upon approval of the Director, DoDEA, applicants from outside DoDDS may be given consideration for any of the positions covered by this regulation.

6. Employees may be noncompetitively assigned to positions at the same or lower grade or pay level with no known promotion potential. The Director, DoDEA, may determine assignments in accordance with a planned administrator rotation policy.

7. Employees selected under the provisions of this regulation will normally be released for the new assignment within 30 days of selection. Disagreements on a release date between districts will be resolved by the gaining area superintendent.

8. Employees on approved sabbatical leave, administrative reemployment rights, or leave without pay for education purposes may register in the program. However, while in this status, these employees will not normally be referred for consideration for vacancies requiring them to report during the period of approved absence.

9. Failure to accept an offer of a position which the employee has listed as acceptable will result in non-consideration for future positions for one calendar year and may be grounds for involuntary reassignment. Applicant interest and availability are indicated at the time of registration. Geographic availability may be updated at any time prior to the issuance of a specific referral list. Updates to add positions must be approved by the ECP Panel Chair.

10. Employees who accept a TP school administrator position under the provisions of this regulation may not be considered for another position under the provisions of this regulation for 1 full school year from the effective date of the new assignment. Administrators will not, under normal circumstances, receive consideration for any position on the same or a lower salary schedule for 3 school years after a permanent change of station move. Reassignments of administrators will not normally be made during the school year. Employees who accept GS administrator positions under the provisions of this regulation may not be considered for other ECP covered positions for 1 calendar year from the effective date of the new assignment. Exceptions may be approved with the prior written approval of the Director, DoDEA.

11. The Director, DoDEA, may determine that additional paneling is required beyond that stipulated in this regulation.

D. RESPONSIBILITIES

1. The Chief, Personnel Center, DoDEA, is responsible for:

- a. Administering the ECP.
- b. Issuing accurate referral lists simultaneously to the area personnel advisor and district superintendent in a timely manner.
- c. Assuring the publication of ECP policies and procedures.
- d. Evaluating and revising the program as required.
- e. Convening and administering panels to consider applicants for positions covered by the ECP. Advising panel members of appropriate responsibilities.
- f. Assuring full and fair evaluation of applicants.
- g. Providing guidance to Area Superintendent Offices (ASO) and District Superintendent Offices (DSO) in carrying out their responsibilities under the ECP.

2. ASOs/DSOs are responsible for:

- a. Administering and monitoring the program and assisting supervisors and employees in carrying out their responsibilities under the ECP.
- b. Assuring that ECP policies and requirements are publicized.

3. The Chief, Education Division, DoDEA, or a manager designated by the Chief, will serve as the ECP Panel Chair and is responsible for:

- a. Chairing panels.
 - b. Assuring the development and recording of appropriate rating panel procedures.
 - c. Assuring the appropriate application of rating criteria.
 - d. Assuring full and fair evaluation of all applications considered by the panel.
4. Supervisors are responsible for:
- a. Supporting the program.
 - b. Adhering to the policies and procedures herein.
 - c. Completing the ECP Assessment in Enclosure 6 for all subordinate employees applying for a rating in the ECP.
 - d. Counseling employees as appropriate.
 - e. Promptly and fairly evaluating all employees referred for vacant positions.
 - f. Verifying information and ensuring that complete and accurate applications are forwarded to the Personnel Center, DoDEA.
5. Employees are responsible for:
- a. Submitting complete applications in accordance with procedures prescribed by this regulation. Application to the ECP is voluntary.
 - b. Keeping applications current to reflect any new preferences, additional training, experience, qualifications, geographical locations, or changes in assignment or personal information (such as name) which is pertinent.
 - c. Responding to requirements to update applications.

E. PROCEDURES

Application procedures are described in Enclosure 4. Application material is contained in Enclosure 5.

F. ACTIONS NOT COVERED

Exceptions to this program are:

- 1. Personnel actions resulting from:

a. The application of new or revised job evaluation standards or salary schedules when there has been no significant change in the major duties of the position.

b. Promotion to the announced target level of a position when selection was made through competitive procedures.

c. Correction of a classification error.

d. Transfer of function or reduction in force, except for actions involving promotions.

e. Statutory or regulatory restoration or return from administrative reemployment rights, or sabbatical, or leave without pay for educational purposes.

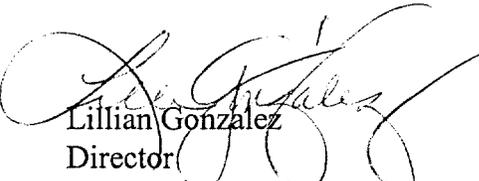
f. Change to lower grade or salary schedule to a position having no known promotion potential.

g. Management Directed Reassignment to a position having no known promotion potential.

2. Temporary promotions of 120 days or less and details to higher grade positions or positions with known promotion potential for 120 days or less. Temporary promotions of more than 120 days or details to higher grade positions for more than 120 days must follow competitive procedures. If assignment to the higher level position is expected to last more than 60 days and the employee qualifies, supervisors are encouraged to temporarily promote employees rather than detail them.

G. EFFECTIVE DATE AND IMPLEMENTATION

This regulation is effective upon publication. Supplementation is not authorized.


Lillian Gonzalez
Director

Enclosures - 7

1. Positions Covered
2. Qualification Standards
3. Procedures
 - I. - General
 - II. - Review and Evaluation of Applicants
 - III. - Selection Process
4. Application
5. Narrative for Knowledge, Skills and Abilities (KSA)
6. Supervisory Assessment Sheet
7. Educator Career Program Rating Sheet

POSITIONS COVERED

School Level

TP-L	Assistant Principal, Elementary
TP-L	Assistant Principal, Middle/Junior High
TP-L	Assistant Principal, Secondary
TP-K	Principal, Elementary
TP-K	Principal, Middle/Junior High
TP-K	Principal, Secondary

QUALIFICATION STANDARDS

Minimum qualification standards for positions covered by the ECP are contained in this Enclosure. The qualification standards demand a prescribed body of knowledge in such areas as supervision, curriculum, instruction, leadership, and theories of management and change. In addition, they require a demonstration of knowledge and skills that help selecting officials identify qualified candidates.

1. Employees are required to meet the standards established by this regulation at the time the application is submitted for any position covered by this regulation. Employees occupying positions covered by the ECP on April 15, 1989, may meet the "1983 Standards" described herein for reassignment and promotion opportunities. Such employees will not be required to meet the revised standards published in this regulation as long as they are continuously employed in positions covered by the ECP.

2. Educators shall hold a baccalaureate degree from an institution accredited by a regional accrediting association. Graduates of non-accredited institutions may have their undergraduate work validated by admittance to graduate standing and completion of a minimum of 5 semester hours of credit in a regionally accredited graduate college. Wherever in these standards graduate work is required, the work must have been taken in a regionally accredited institution. Undergraduate and graduate work in a foreign university shall be accepted only if the work is evaluated by the undergraduate or graduate division, as appropriate, of a regionally accredited university; a state department of education; or the appropriate credentials evaluating service, and is declared the equivalent of similar graduate work in an American institution.

QUALIFICATION STANDARDS
ELEMENTARY ASSISTANT PRINCIPAL

DUTIES: The incumbent assists the principal in directing the educational program and managing the facilities of a school.

EDUCATION REQUIREMENTS: A Master's degree in educational administration or a Master's degree with a minimum of 20 semester hours of graduate credit in school administration, curriculum development, and supervision of instruction (or similar supervision related coursework).

GENERAL EXPERIENCE REQUIREMENTS: A minimum of 3 years of successful classroom teaching, specialist, or other professional educator experience at any level is required.

EXPERIENCE SUMMARY:

<u>Grade</u>	<u>General</u>	<u>Specialized</u>
Schedule L	3	0

1983 STANDARDS
ELEMENTARY ASSISTANT PRINCIPAL

EDUCATION REQUIREMENTS: A Master's degree with at least one graduate course in each of the following areas: administration, curriculum development, supervision, and related fields.

GENERAL, EXPERIENCE: Experience in teaching, education research, development of educational materials and aids, educational testing, guidance counseling, educational administration, or comparable activities, which has clearly demonstrated success in the application of principles, methods, and techniques of education, and familiarity with current developments in education.

SPECIALIZED EXPERIENCE: Appropriate experience (elementary and or secondary) in a staff or supervisory position which clearly demonstrated the ability to administer a school educational program and to effectively supervise educators and support personnel. No more than one year of experience in positions that did not involve actual school administration will be credited as specialized experience.

EXPERIENCE SUMMARY:

<u>Grade</u>	<u>General</u>	<u>Specialized</u>
Schedule L	3	2

QUALIFICATION STANDARDS
SECONDARY ASSISTANT PRINCIPAL

DUTIES: The incumbent assists the principal in directing the educational program and managing the facilities of a school.

EDUCATION REQUIREMENTS: A Master's degree in educational administration or a Master's degree with a minimum of 20 semester hours of graduate credit in school administration, curriculum development, and supervision of instruction (or similar supervision related coursework).

GENERAL EXPERIENCE REQUIREMENTS: A minimum of 3 years of successful classroom teaching, specialist, or other professional educator experience at any level is required.

EXPERIENCE SUMMARY:

<u>Grade</u>	<u>General</u>	<u>Specialized</u>
Schedule L	3	0

1983 STANDARDS
SECONDARY ASSISTANT PRINCIPAL

EDUCATION REQUIREMENTS: Master's Degree with at least one graduate course in each of the following areas: administration, curriculum development, supervision, and related fields.

GENERAL EXPERIENCE: Experience in teaching, education research, development of educational materials and aids, educational testing, guidance counseling, educational administration, or comparable activities, which has clearly demonstrated success in the application of principles, methods, and techniques of education, and familiarity with current developments in education.

SPECIALIZED: Appropriate experience (elementary and/or secondary) in a staff or supervisory position which clearly demonstrated the ability to administer a school educational program and to effectively supervise educators and support personnel. No more than 1 year of experience in positions that did not involve actual school administration will be credited as specialized experience.

EXPERIENCE SUMMARY:

<u>Grade</u>	<u>General</u>	<u>Specialized</u>
Schedule L	3	2

QUALIFICATION STANDARDS
ELEMENTARY PRINCIPAL

DUTIES: The incumbent is the instructional leader who monitors the delivery and evaluation of the education program and manages the facilities, personnel matters, and logistical support for a school.

EDUCATION REQUIREMENTS: A Master’s degree in educational administration or a Master’s degree inclusive of 45 semester hours of graduate credit with a minimum of 30 semester hours of graduate credit in school administration, curriculum development, and supervision of instruction (or similar supervision related coursework).

GENERAL EXPERIENCE REQUIREMENTS: A minimum of 3 years of successful classroom teaching, specialist, or other professional educator experience at any level is required.

SPECIALIZED EXPERIENCE REQUIREMENTS: Appropriate experience (elementary and/or secondary) in a staff or supervisory position which clearly demonstrated the ability to administer school educational programs and to effectively supervise educators and support personnel. No more than 1 year of experience in positions that did not involve actual school administration will be credited as specialized experience.

EXPERIENCE SUMMARY:

<u>Grade</u>	<u>General</u>	<u>Specialized</u>
Schedule K	3	2

1983 STANDARDS
PRINCIPAL ELEMENTARY

EDUCATION REQUIREMENTS: Forty-five semester hours of graduate credit, including a Master's degree. Not less than 20 semester hours of graduate credit shall have been in education administration, curriculum development, supervision, and related fields with a minimum of 6 hours in education administration.

GENERAL EXPERIENCE: Experience in teaching, educational research, development of educational materials and aids, educational testing, guidance counseling, educational administration, or comparable activities, which has clearly demonstrated success in the application of principles, methods, and techniques of education, and familiarity with current developments in education.

SPECIALIZED EXPERIENCE: Appropriate experience (elementary and/or secondary) in a staff or supervisory position which clearly demonstrated the ability to administer a school educational program and to effectively supervise educators and support personnel. No more than one year of experience in positions that did not involve actual school administration will be credited as specialized experience.

EXPERIENCE SUMMARY:

<u>Grade</u>	<u>General</u>	<u>Specialized</u>
Schedule K	3	3

QUALIFICATION STANDARDS
SECONDARY PRINCIPAL

DUTIES: The incumbent is the instructional leader who monitors the delivery and evaluation of the education program and manages the facilities, personnel matters, and logistical support for a school.

EDUCATION REQUIREMENTS: A Master's degree in educational administration or a Master's degree inclusive of 45 semester hours of graduate credit with a minimum of 30 semester hours of graduate credit in school administration, curriculum development, and supervision of instruction (or similar supervision related coursework).

GENERAL EXPERIENCE REQUIREMENTS: A minimum of 3 years of successful classroom teaching, specialist, or other professional educator experience at any level is required.

SPECIALIZED EXPERIENCE REQUIREMENTS: Appropriate experience (elementary and/or secondary) in a staff or supervisory position which clearly demonstrated the ability to administer school educational programs and to effectively supervise educators and support personnel. No more than 1 year of experience in positions that did not involve actual school administration will be credited as specialized experience.

EXPERIENCE SUMMARY:

<u>Grade</u>	<u>General</u>	<u>Specialized</u>
Schedule K	3	2

1983 STANDARDS
PRINCIPAL SECONDARY

EDUCATION REQUIREMENTS: Forty-five semester hours of graduate credit, including a Master's degree. Not less than 20 semester hours of graduate credit shall have been in education administration, curriculum development, supervision, and related fields with a minimum of 6 hours in education administration.

GENERAL EXPERIENCE: Experience in teaching, educational research, development of educational materials and aids, educational testing, guidance counseling, educational administration, or comparable activities, which has clearly demonstrated success in the application of principles, methods, and techniques of education, and familiarity with current developments in education.

SPECIALIZED EXPERIENCE: Appropriate experience (elementary and/or secondary) in a staff or supervisory position which clearly demonstrated the ability to administer a school educational program and to effectively supervise educators and support personnel. No more than 1 year of experience in positions that did not involve actual school administration will be credited as specialized experience.

EXPERIENCE SUMMARY:

<u>Grade</u>	<u>General</u>	<u>Specialized</u>
Schedule K	3	2

QUALIFICATION STANDARDS
INSTRUCTIONAL SYSTEMS SPECIALIST
GS-1710 AND TP-1701

DUTIES: The incumbent develops, evaluates, supervises, advises, and assists in the development of curricula, curricular materials, educational programs or procedures.

EDUCATION REQUIREMENTS: All positions not otherwise designated below require a Master's degree with a concentration of graduate studies (18 semester hours) in the incumbent's particular field of work.

DESIGNATED REQUIREMENTS:

Compensatory Education positions require a Master's degree in any field with a concentration of graduate study (18 semester hours) appropriately distributed in the fields of reading, mathematics, and language arts. Academic preparation at the undergraduate or graduate level must include a methods course in the teaching of reading and mathematics.

Special Education Instructional Systems Specialists - GS-11 or TP-N require a Master's degree with at least 24 semester hours of graduate credit in special education.

Positions not included in a well-defined curricular area, such as generalist, business manager, or special projects require a Master's degree with at least one graduate course in school administration, supervision, and curriculum development.

Educational Support Specialist and Educational Services Officer requires 45 semester hours of graduate credit including a Master's degree. Not less than 20 semester hours of graduate credit shall have been in educational administration, curriculum development and supervision with a minimum of 6 hours in educational administration.

GENERAL EXPERIENCE REQUIREMENTS: Three years of experience in teaching, educational research, development of educational materials and aids, educational testing, guidance counseling, educational administration, or comparable activities, which has clearly demonstrated success in the application of principles, methods, and techniques of education and familiarity with current developments in education and training.

SPECIALIZED EXPERIENCE REQUIREMENTS: Supervisory or staff experience which clearly demonstrated the ability to advise and cooperate with associates and supervisors, professional organizations and military representatives; to develop, advise on, and administer school systems and programs in matters relating to established policies; and to discharge the major duties of the position under consideration. At least 1 year of specialized experience must be equivalent to the next lower grade.

EXPERIENCE SUMMARY:

<u>Grade</u>	<u>General</u>	<u>Specialized</u>
GS-12	3	0
GS-13	3	1

1983 STANDARDS
INSTRUCTIONAL SYSTEMS SPECIALIST
GENERAL SCHEDULE -1710

EDUCATION REQUIREMENTS: All positions require a Master's degree with at least 15 semester hours of graduate study in the incumbent's particular area of work. Compensatory Education positions require a Master's degree in any field with at least 15 semester hours of graduate study appropriately distributed in the fields of reading, mathematics, and language arts, to include a methods course in reading and mathematics. Educational Computing Specialist positions, located in a District Superintendent's Office or the Panama area, require a Master's degree in any field with at least 15 semester hours (graduate or undergraduate) in computer science, to include courses in Basic, FORTRAN IV, ANS COBOL, or Pascal Programming. Prior work experience in educational data processing may be substituted at the rate of 3 semester hours for each year of full-time work experience not to exceed a total of 6 semester hours. Generalist positions, not included in a well-defined curricular area, such as intercultural, special projects, and administration, require a Master's degree with at least one graduate course in each of the following areas: administration, curriculum development, supervision, and related fields.

GENERAL EXPERIENCE: Appropriate experience in teaching, educational research, development of educational materials and aids, educational testing, guidance counseling, educational administration, or comparable activities, which has clearly demonstrated success in the application of principles, methods, and techniques of education, and familiarity with current developments in education and training.

SPECIALIZED EXPERIENCE: Supervisory or staff experience which clearly demonstrated the ability to advise and cooperate with associates and supervisory, professional organizations and military representatives; to develop, advise on, and administer school systems and programs in matters relating to established policies; and to discharge the major duties of the position under consideration.

EXPERIENCE SUMMARY:

<u>Grade</u>	<u>General</u>	<u>Specialized</u>
Schedule N	3	1
GS-11	3	1
GS-12	3	2
GS-13	3	3

QUALIFICATION STANDARDS
EDUCATION PROGRAM ADMINISTRATOR

DUTIES: Superintendent, Assistant Superintendent, Director AFCENT International School or one who provides staff direction of education programs from DoDEA.

EDUCATION REQUIREMENTS: Master's degree in educational administration, including 60 hours of graduate credit, with not less than 30 semester hours of graduate credit in professional education course work, educational administration, curriculum development, educational philosophy and educational supervision. In the alternative, a Master's degree including 60 hours of graduate credit, with not less than 30 semester hours of graduate credit in professional education course work, educational administration, curriculum development, and educational supervision.

GENERAL EXPERIENCE REQUIREMENTS: Appropriate experience in teaching, educational research, development of educational materials and aids, education testing, guidance counseling, educational administration, or comparable activities which has clearly demonstrated success in the application of principles, methods, and techniques of education, and provided familiarity with current developments in education and training.

SPECIALIZED EXPERIENCE REQUIREMENTS: Experience in a staff or supervisory position which clearly demonstrated the ability to administer school educational programs and to effectively supervise educators and support personnel. No more than 1 year of experience in positions that did not involve actual school or educational program administration will be credited as specialized experience. At least 1 year of specialized experience must be at a level equivalent to the next lower grade.

EXPERIENCE SUMMARY:

<u>Grade</u>	<u>General</u>	<u>Specialized</u>
GS-13	3	2
GS-14	3	3
GS-15	3	4

1983 STANDARDS
EDUCATION PROGRAM ADMINISTRATOR

EDUCATION REQUIREMENTS: At least 60 hours of graduate credit, inclusive of the Master's degree, with not less than 30 semester hours of graduate credit in education administration, supervision, curriculum development, and related fields.

GENERAL EXPERIENCE: Appropriate experience in teaching, educational research, development of educational materials and aids, educational testing, guidance counseling, educational administration, or comparable activities, which has clearly demonstrated success in the application of principles, methods, and techniques of education, and familiarity with current developments in education and training.

SPECIALIZED EXPERIENCE: Experience in a staff or supervisory position which clearly demonstrated the ability to administer a school education program and to effectively supervise educators and support personnel. No more than 1 year of experience in positions that did not involve actual school or program administration will be credited as specialized experience.

EXPERIENCE SUMMARY:

<u>Grade</u>	<u>General</u>	<u>Specialized</u>
GM-13	3	3
GM-14	3	4
GM-15	3	5

SECTION I
GENERAL PROCEDURES TO BE USED
TO FILL ALL POSITIONS

A. Application Procedures

1. The Personnel Center will annually invite currently employed educators to apply for positions covered by the ECP. The publicity will include specific deadline(s) for receipt of applications. Applicants external to DoDDS will be invited to apply to specific positions on a case-by-case basis through the use of vacancy announcements.

2. Employees desiring consideration must complete and submit all application materials contained in Enclosure 5. Employees may apply for an unlimited number of geographical areas which are listed on the application.

3. Employees must keep their application current by notifying the Personnel Center of changes in assignment, locations, or name within 30 days of the change. Employees must also respond to requirements to update. Failure to keep applications current will result in non-consideration for positions. Updates will be accepted by electronic mail.

4. Applications and ratings are valid for a period up to 3 years.

B. Application Processing Procedures

Step 1. The applicant completes the application form and forwards it to the first-line supervisor for completion.

Step 2. The first-line supervisor reviews the application, recommends an assessment of the applicant on the Educator ECP Assessment form in Enclosure 6, and forwards it to the second level supervisor by the published suspense date.

Step 3. The second level supervisor makes the final determination of the assessment rendered by the first level supervisor and forwards the application with the completed and signed assessment to the DoDEA Personnel Center by the published suspense date.

Step 4. The Personnel Center determines qualifications based upon the standards contained in Enclosure 2.

Step 5. The Candidate Evaluation Panel evaluates the applications and assigns ratings in accordance with established rating criteria on each of the knowledge, skills and abilities.

Step 6. The Personnel Center notifies each candidate of the Candidate Evaluation Panel's rating through completion of Enclosure 7 within 30 days of the rating determination.

C. Filling Vacancies

1. To initiate recruitment for vacant positions, managers submit Standard Form 52, Request for Personnel Action to the Personnel Center. The Personnel Center will issue referral lists for positions covered by the ECP. Referral lists will contain the names of those competitive candidates determined to be best qualified for the vacancy. The best qualified group will be those with the highest point values for the specific position at the particular location. If there is a natural break in the total points, those with the highest scores will be referred. If there is not a natural break in the point values, the top 1 O-1 5 competitive candidates will be referred. When necessary, the tie breaking procedures used will be identified and made a part of the record. The Personnel Center will issue a separate referral list of all available non competitive candidates at the same time. The referral list will contain the names of registrants whose applications were received by the published suspense date. Requests for changes in geographic availability will only be considered prior to issuance of the list. A complete copy of each candidate's application will be provided to selecting officials.

2. Selecting officials will base their selections upon job related criteria and be able to show that they made a fair assessment of each candidate's knowledge, skills, and abilities.

3. Selecting officials will notify the Personnel Center of their selection. Offers will only be made by the Personnel Center. Once the selectee accepts the offer, the Personnel Center will notify the selecting official, both the gaining and losing DSO/ASO, and the losing supervisor, as appropriate. Gaining and losing supervisors will confer on the release date and notify the Personnel Center of the date agreed upon. If the action involves a Permanent Change of Station, the selectee must submit a Request for Travel Orders and notify the Personnel Center of the effective date (the date the selectee enters a travel status).

SECTION II
PROCEDURES TO BE USED IN THE REVIEW
AND EVALUATION OF APPLICATIONS

The procedures described in this Section will be used to fill all positions covered by this regulation.

A. Candidate Evaluation Panel

1. A Candidate Evaluation Panel will convene to rate and to rank qualified candidates on assessable areas and to assign ratings.

2. The Candidate Evaluation Panel will consist of subject matter experts with varied backgrounds from both the field and the headquarters. In selecting panel members, every reasonable effort will be made to ensure representation of men, women, and ethnic and racial minorities. Personnel Center representatives will administer the panel.

3. There will be an annual Candidate Evaluation Panel and supplemental panels as necessary. The ratings will be valid for a period not to exceed three years.

B. Instructions

1. The panel will be provided a copy of the ECP regulation and applications of the registrants to be evaluated.

2. The panel will apply the established rating schedule. This rating schedule contains criteria and describes the degree to which candidates meet the criteria.

3. The panel will evaluate the knowledge, skills and abilities and assign appropriate point values.

4. All registrants will be notified by the Personnel Center of their rating within 30 calendar days of the rating determination.

SECTION III
PROCEDURES TO BE USED IN
EVALUATING FOR SELECTION

The selecting official may fill the position from either the competitive or non-competitive referral list. In addition to the procedures outlined in Section II of this Enclosure, the following procedures may be used to make selections when competitive procedures are used to fill a position. These procedures do not apply when a position is to be filled by the lateral, noncompetitive reassignment of an employee.

A. Selection Procedures

The applications on the competitive referral may be reviewed by a community panel.

B. Community Advisory Panel

1. A Community Advisory Panel provides the input of the community on the selection of a principal. The panel should include a teacher, a parent, a military member, and may include others from the professional educator community. Reasonable efforts will be made to ensure that women, men, and minority group members are represented.

2. The Community Advisory Panel will review the applications of the competitive candidates and make a recommendation to the selecting official of their top candidates. All application material submitted by the candidate, will be provided to the panel.

C. Interviews

Interviews are optional. Selecting officials may choose to interview any number of the referred candidates.

DODDS EDUCATOR CAREER PROGRAM APPLICATION

1. Date	2. Name (Last, First, MI)	3. SSN	
4. District/Area	5. Current Position and Grade	6. Date Entered Position	
7. Current Location		8. Highest Grade Held (Include Dates)	
9. POSITIONS: Indicate each position for which you are applying by placing an (X) in the block labeled REQUEST OF REGISTRANT.			
GRADE	POSITION	Request of Registrant	Rating of ECP Panel
GS-15	Area Superintendent		
GS-14	District Superintendent		
GS-13	Assistant Superintendent		
GS-13/14	Education Support Specialist		
GS-13	Education Services Officer		
	Instructional Systems Specialist		
GS-12	Art/Humanities		
GS-12	Business Manager		
GS-12	Career Education		
GS-12	Compensatory Education		
GS-12	Computer Education		
GS-12	Early Childhood		
GS-12	Evaluation		
GS-12	Foreign Language/Intercultural		
GS-12	Generalist		
GS-12	Health & PE		
GS-12	Language Arts		
GS-12	Mathematics		
GS-12	Media		
GS-12	Music		
GS-12	Pupil Personnel Services		
GS-12	Reading		
GS-12	Science		
GS-12	Social Studies		
GS-12	Special Education		
GS-12	Special Projects		
GS-12	Talented & Gifted		
Schedule K	Principal, Elementary		
Schedule K	Principal, MS/JHS		
Schedule K	Principal, Secondary		
Schedule L	Assistant Principal, Elementary		
Schedule L	Assistant Principal, MS/JHS		
Schedule L	Assistant Principal, Secondary		

10. LOCATIONS. Indicate each location for which you are available by placing a mark in the “P” for promotion and/or “L” for lateral reassignment next to the location including your present location. You must at least indicate availability for your current location.

	P	L		P	L
EU EUROPE REGION	_____	_____	KS KAISERSLAUTERN	_____	_____
GE GERMANY	_____	_____	KT KITZINGEN	_____	_____
AM AMBERG	_____	_____	LH LANDSTUHL	_____	_____
AB ANSBACH	_____	_____	MA MANNHEIM	_____	_____
BA BAD AIBLING	_____	_____	NB NEUBRUECKE	_____	_____
BK BAD KISSINGEN	_____	_____	RS RAMSTEIN	_____	_____
BZ BAD KREUZNACH	_____	_____	RM RHEIN-MAIN	_____	_____
BN BAD NAUHEIM	_____	_____	SW SCHWEINFURT	_____	_____
BG BAMBERG	_____	_____	SE SEMBACH	_____	_____
BD BAUMHOLDER	_____	_____	SM SPANGDAHLEM	_____	_____
BU BITBURG	_____	_____	ST STUTTGART	_____	_____
BL BOEBLINGEN	_____	_____	VL VILSECK	_____	_____
BB BUTZBACH	_____	_____	WI WIESBADEN	_____	_____
DA DARMSTADT	_____	_____	WO WORMS	_____	_____
DX DEXHEIM	_____	_____	WZ WUERZBURG	_____	_____
GA GARMISCH	_____	_____	I T I T A L Y	_____	_____
GK GEILENKIRCHEN	_____	_____	AV AVIANO	_____	_____
GH GELNHAUSEN	_____	_____	GT GAETA	_____	_____
GS GIESSEN	_____	_____	LM LA MADDALENA	_____	_____
GF GRAFENWOEHR	_____	_____	LV LIVORNO	_____	_____
HA HANAU	_____	_____	NP NAPLES	_____	_____
HE HEIDELBERG	_____	_____	PE PORDENONE	_____	_____
HF HOHENFELS	_____	_____	SI SIGONELLA	_____	_____
IL ILLESHEIM	_____	_____	VAJONT	_____	_____

	P	L		P	L
VE VERONA	_____	_____	SV SEVILLA	_____	_____
VZ MCENZA	_____	_____	TR TURKEY	_____	_____
AZ AZORES	_____	_____	AD ADANA (INCIRLIK)	_____	_____
BH BAHRAIN	_____	_____	AK ANKARA	_____	_____
BI BELGIUM	_____	_____	IZ IZMIR	_____	_____
BR BRUSSELS	_____	_____	ER EUROPE AREA OFFICE	_____	_____
KB KLEINE BROGEL	_____	_____	BX BRUSSELS DSO	_____	_____
SH SHAPE	_____	_____	HG HEIDELBERG DSO	_____	_____
EN ENGLAND	_____	_____	HN HESSEN DSO	_____	_____
AC ALCONBURY	_____	_____	IX ITALY DSO	_____	_____
CR CROUGHTON	_____	_____	KN KAISERSLAUTERN DSO	_____	_____
MW MENWITH HILL	_____	_____	TX TURKEY DSO	_____	_____
LK LAKENHEATH/ FELTWELL	_____	_____	UK UNITED KINGDOM DSO	_____	_____
LD LONDON/ WEST RUISLIP	_____	_____	WU WUERZBURG DSO	_____	_____
IC ICELAND	_____	_____	PN PANAMA AREA	_____	_____
NE NETHERLANDS	_____	_____	CB CUBA	_____	_____
AF AFCENT	_____	_____			
VK VOLKEL	_____	_____			
SP SPAIN	_____	_____			
RT ROTA	_____	_____			

	P	L
PA PACIFIC AREA	_____	_____
KR KOREA	_____	_____
CN CHINHAE	_____	_____
PS PUSAN	_____	_____
SO SEOUL	_____	_____
OS SONGTAN (OSAN)	_____	_____
TG TAEGU	_____	_____
OK OKINAWA	_____	_____
JP JAPAN	_____	_____
CZ CAMP ZAMA	_____	_____
FC FUSSA CITY (YOKOTA)	_____	_____
IW IWAKUNI	_____	_____
MS MISAWA	_____	_____
SS SASEBO	_____	_____
YH YOKOHAMA	_____	_____
YK YOKOSUKA	_____	_____
AI ATSUGI	_____	_____
SA SAGAMIHARA (ARNN)	_____	_____
OR PACIFIC AREA OFFICE (OKINAWA)	_____	_____
JA JAPAN DSO	_____	_____
OW OKINAWA DSO	_____	_____
KA KOREA DSO	_____	_____

**PROFESSIONAL EDUCATION
COURSE WORK SUMMARY**

**PLEASE INDICATE THE NUMBER
OF GRADUATE HOURS FOR EACH
AREA**

Please verify that you possess the required graduate course work for the positions for which you have applied by entering the number of semester hours of graduate credit on the appropriate lines:

Principal positions require 45 semester hours of graduate credit with a minimum of 30 semester hours of graduate credit in professional education.

Assistant principal positions require a minimum of 20 semester hours of graduate credit in professional education.

All positions require completion of graduate course work in curriculum development, school administration, and supervision of instruction (or similar supervision related coursework).

Quarter hours of credit are converted to semester hours of credit by multiplying quarter hours by 2/3. For instance, 2 QH = 1 1/3 SH.

Applicants grandfathered under the 1983 standards may not be required to meet these graduate credit requirements.

FIELDS AND COURSES

NO. OF GRAD.
SEM. HRS.

Total Number of Hours of Graduate Credit: _____

Total Number of Hours in Education: _____

Curriculum Development: _____

School Administration: _____

Supervision of Instruction: _____

PRIVACY ACT STATEMENT

Authority: Title V, sec 301; Title X, sec 133; Title XX, sec 921 & 922; EO 9297.

Principal Purpose: To evaluate the qualifications of employees applying for consideration under the DoDDS Educator Career Program.

Principal Uses: Used by supervisors and personnel specialists to determine candidates' qualifications for participation in the DoDDS Educator Career Program.

MANDATORY/VOLUNTARY DISCLOSURE/EFFECT OF NONDISCLOSURE

Disclosure of the requested information is voluntary; however, failure to provide all pertinent information could result in the conclusion that the applicant is not qualified or best qualified for placement or promotion or may result in a delay in processing the application.

17. STATEMENT OF APPLICANT. A false statement on any part of my application may be grounds for not selecting me for positions or for tiring me after I have been appointed to positions. I understand that any information I give may be investigated as allowed by law or Presidential order. I consent to the release of information about my ability for positions for which I have indicated interest by employers, schools, law enforcement agencies, and other individuals and organizations, to investigators, personnel specialists, and other authorized employees of the Federal Government. I consent to the review of the application material I have furnished to DoDDS evaluation and selection panels. I understand that my official personnel folder may be reviewed by the evaluation and selection panel or by a personnel specialist in the review of this ECP application. I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith.

Signature: _____ Date: _____

ADDRESSING THE KNOWLEDGE/SKILLS/ABILITIES

CANDIDATES:

On the following pages are titles of the knowledge, skills and abilities (KSA) determined to be critical for the position for which you are applying. Please address each fully. In your narrative, you should relate your possession of each KSA back to specific experience, training, or education and results achieved in your current or previous assignments. You must limit your responses to two pages per KSA, single spaced, in 12-point type, with 1-inch margins.

INSTRUCTIONAL STRATEGIES AND ASSESSMENT

Candidate's Name _____

Describe your knowledge and experience in this area and identify any special/innovative ideas you have been able to accomplish/implement.

Describe how you would work to improve this area of responsibility if promoted to the position for which you are applying. (Limit your narrative to two pages)

CURRICULUM

Candidate's Name _____

Describe your knowledge and experience in this area and identify any special/innovative ideas you have been able to accomplish/implement.

Describe how you would work to improve this area of responsibility if promoted to the position for which you are applying. (Limit your narrative to two pages)

LEADERSHIP

Candidate's Name _____

Describe your knowledge and experience in this area and identify any special/innovative ideas you have been able to accomplish/implement.

Describe how you would work to improve this area of responsibility if promoted to the position for which you are applying. (Limit your narrative to two pages)

RESOURCE MANAGEMENT

Candidate's Name _____

Describe your knowledge and experience in this area and identify any special/innovative ideas you have been able to accomplish/implement.

Describe how you would work to improve this area of responsibility if promoted to the position for which you are applying. (Limit your narrative to two pages).

COMMUNICATION SKILLS

Candidate's Name _____

Describe your knowledge and experience in this area and identify any special/innovative ideas you have been able to accomplish/implement.

Describe how you would work to improve this area of responsibility if promoted to the position for which you are applying. (Limit your narrative to two pages).

IMMEDIATE SUPERVISOR AND SECOND LEVEL SUPERVISOR ASSESSMENT

APPLICANT'S NAME: _____

APPLICANT'S POSITION TITLE: _____

I have reviewed this applicant's Educator Career Program Application. Based on my observations of this employee as his or her supervisor, I make the following recommendation:

_____ Group A. Applicant has performed at an exceptionally high degree of managerial effectiveness. Applicant possesses all of the knowledge, skills, and abilities to perform successfully at a higher level and gives evidence, through professional performance and contributions to DoDDS, of being ready for promotion now. This candidate should be considered for promotion above other candidates at his or her grade level and represents the caliber of candidate the rating official would desire as an assistant and is capable of performing successfully in the rating official's position.

_____ Group B. Applicant has demonstrated the ability to perform at a high degree of managerial effectiveness. Applicant possesses all the knowledge, skills and abilities needed to assure success in a more responsible position.

_____ Group C. Applicant has demonstrated performance at a moderately high degree of managerial effectiveness. Applicant possesses the knowledge, skills, and abilities needed for a higher level position. Promotability may be enhanced through additional experience and/or professional development.

_____ Group D. Applicant has demonstrated performance at an acceptable degree of managerial effectiveness. Applicant possesses enough of the knowledge, skills, and abilities to perform satisfactorily at the current level. Promotability may be enhanced through further training and development.

Immediate Supervisor's Signature

Date

I concur with this recommendation.

Second Level Supervisor's Signature

Date

EDUCATOR CAREER PROGRAM RATING SHEET

APPLICANT'S NAME _____

APPLICANT'S POSITION TITLE _____

I. CRITERIA

A. Instructional Strategies and Assessment

1.....2.....3.....4.....5.....6.....7.....8.....9.....10

B. Curriculum

1.....2.....3.....4.....5.....6.....7.....8.....9.....10

C. Leadership

1.....2.....3.....4.....5.....6.....7.....8.....9.....10

D. Resource Management

1.....2.....3.....4.....5.....6.....7.....8.....9.....10

E. Communication Skills

1.....2.....3.....4.....5.....6.....7.....8.....9.....10

TOTAL POINTS _____

II. SUPERVISOR'S RECOMMENDATION FOR PROMOTION

A _____ B _____ C _____ D _____

TOTAL POINTS _____

III. TOTAL EMPLOYEE SCORE

TOTAL POINTS _____

COMMENTS: _____

MBR 1 _____ MBR 2 _____ MBR 3 _____ MBR 4 _____ MBR 5 _____
MBR 6 _____ MBR 7 _____ MBR 8 _____ MBR 9 _____ PERS _____

CHAIRPERSON _____ DATE _____