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Job Title: Instructional Systems Specialist (Library Information Specialist)
Department: Department of Defense
Agency: Department of Defense Education Activity
Job Announcement Number: 11-PTC-178E

SALARY RANGE: \$81,328.00 to \$110,476.00 / Per Year
OPEN PERIOD: Monday, November 28, 2011 to Friday, January 06, 2012
SERIES & GRADE: AD-1750-10
POSITION INFORMATION: Full Time - Excepted Service Permanent
PROMOTION POTENTIAL: 10
DUTY LOCATIONS: 1 vacancy(s) - Peachtree City, GA United States
WHO MAY BE CONSIDERED: United States Citizens

JOB SUMMARY:

Do you want to work for an exciting educational organization, with the children of our dedicated U.S. Military members? Our mission is to provide an exemplary education that inspires and prepares all students for success in a dynamic, global environment. Come work for the Department of Defense Education Activity, Domestic Dependent Elementary and Secondary Schools!

The Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS) is currently accepting applications under examining authority of 10 U.S.C., Section 2164, for the above position.

Department of Defense Education Activity (DoDEA) is a DoD Field Activity responsible for the oversight of two school systems, the Department of Defense Dependents Schools (DoDDS) and the Department of Defense Domestic Dependent Elementary & Secondary Schools (DDESS). DoDEA employs more than 15,000 individuals responsible for educating approximately 90,000 students in 12 foreign countries, seven states, Guam, and Puerto Rico. The mission of DoDEA is to provide a quality education from pre-kindergarten through grade twelve for the eligible minor family members of DoD military and civilian personnel on official assignments.

The selectee will be required to sign a mobility agreement as a condition of employment.

Note: Candidates that previously applied under job opportunity advertisement #11-PTC-134I and/or #11-PTC-134E must re-apply toward this job opportunity advertisement for re-consideration.

The Instructional Systems Specialist (Library Information Systems) will manage PK-12 school library information center programs for a large geographically disperse area that includes multiple school districts, school types, and grade-levels (primarily elementary schools). Maintains school library automation systems, digital information resources, and materials collections. Develops, implements, and monitors information literacy instructional programs and materials for general and special student populations. Serves as resource for district, school, and departmental staffs.

KEY REQUIREMENTS

- You must be a U.S. Citizen to apply for this position
- A background/suitability investigation/determination is required.
- As a condition of employment, a mobility agreement is required.

DUTIES:

This position is part of the instructional support staff in the Education Division of the DoDDS/DDESS District Offices. Each educator serves as the specialist responsible for programs supporting the development of skills in the defined educational program areas. The specialist assesses the system-wide effectiveness in the defined program area(s) by monitoring the implementation of curriculum/performance standards. The incumbent develops goals and standards to include those that support the DoDEA Community Strategic Plan. The incumbent integrates data from system-wide testing programs, accreditation reports, and supervisory field observations into comprehensive needs statements for the assigned area of responsibility as a basis for the development of system-wide action plans to implement curriculum and program standards. In the program area(s), the educator directs the systematic review of curriculum/performance/program standards, and methodology for the program area. Identifies training needs in the area(s) of responsibility. The incumbent trains administrators, teachers, specialists and other educators, in the methods for implementing and maintaining effective instruction and assessment both in the existing curriculum and in initiatives for curriculum improvement. Provides information to the Deputy Superintendent for Instruction; the Area Superintendent for Curriculum, Instruction, and Assessment; and District Superintendents regarding program needs, status, and recommendations for improvement. Represents DoDEA in meetings at various agencies and departments of the Federal government relating to the areas of educational expertise. Monitors the quality of program services to ensure compliance with professional quality assurance standards.

QUALIFICATIONS REQUIRED:

Professional Experience Requirement: Three (3) 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. This experience must have been in a content area specific to the ISS position, Library Information/Library Media.

Your application must reflect three (3) years of work experiences directly related to Library Information/Library Media.

Professional Education Requirement: A Master's degree is required for all Instructional Systems Specialist (ISS) positions.

Please submit a copy of your official undergraduate and graduate course work with your supporting documentation.

Professional Licensure/Certification Requirement: This position requires the applicant to meet DoDEA course work/certification requirements in the subject matter areas: Teacher, Library Information Specialist (Categories 0480, 0481, 0482); and one other program area. Teaching categories and requirements can be found at <http://www.dodea.edu/offices/hr/categories/list.htm#0480>.

Please submit a copy of your current, valid State or DoDEA teaching certificate demonstrating endorsement in Library Media/Library Information with your supporting documentation.

HOW YOU WILL BE EVALUATED:

Your application will initially be reviewed to determine whether you meet the minimum eligibility and qualifications requirements. Candidates who meet minimum experience requirements will be further evaluated against established criteria that demonstrated how well they possess the specific ranking factors determined necessary for successful job performance. When describing your experience, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possess, the level of the people you interacted with, the sensitivity of the issues you handled, etc. If, after reviewing your resume and supporting documentation, a determination is made that you inflated your qualifications and/or experience, your score may be adjusted to more accurately reflect your abilities or you may be found ineligible/not qualified. Your application will be placed in one of three categories: Best Qualified, Highly Qualified, or Qualified.

BENEFITS:

Working for the Department of Defense Education Activity offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. The following Web address is provided for your reference to explore the major benefits offered to most Federal employees. To find out more click here

<http://www.usajobs.gov/EI/benefits.asp>.

OTHER INFORMATION:

Positions under this announcement will be filled by appointment in the Excepted Service.

Instructional System Specialist are subject to rotation to other locations as required to meet the needs of the organization and they must sign a mobility agreement at the time of selection.

If you are selected for this position and are not a current DDESS employee, the documentation you present for purposes of completing the Department of Homeland Security (DHS) Form I-9 on your entry-on-duty date will be verified through the DHS 'E-Verify' system. Federal law requires DDESS to use the E-Verify system to confirm the employment eligibility of all new hires. Under this system, the new hire is required to resolve any identified discrepancies within eight (8) Federal government work days as a condition of continued employment.

Condition of Employment: Selectee will be required to participate in Direct Deposit/Electronic Fund Transfer as a condition of employment, reassignment, or promotion, in accordance with DoD Regulation 7000.14-R.

HOW TO APPLY:

Follow the steps below to apply online. Your application and ALL required supporting documents must be received by 11:59 p.m. Eastern Time (ET) on Friday, January 06, 2012.

Paper, faxed or e-mailed electronic applications submitted directly to the agency and not through the USA Jobs program using the instructions below will not be considered.

Step 1: Create USA Jobs account, including resume and saved documents. It is essential that your resume provide sufficient information to substantiate your responses in the self-assessments vacancy questions. If your responses are not adequately substantiated by your resume, the HRO will amend your responses to more accurately reflect the level of competency that is indicated by the content of your resume.

NOTE: Your application/resume for Federal employment must include the following information in order to be considered for the position:

- Your highest Federal civilian grade held, job series, and dates of employment, if you are a current or former Federal employee.
- Total employment period, i.e., starting and ending dates (month and year) for each work experience, paid and unpaid, related to the job for which you are applying, including the hours per week. Also include a description of your duties and accomplishments, your employer's name and address, supervisor's name and phone number, and salary. If you are currently employed, you must indicate if we may contact your current supervisor.
- Highest level of education completed.
- Job-related training courses (title and year).
- Job-related skills.
- Job-related certificates and licenses (current only).
- Job-related honors, awards, and special accomplishments (give dates-but do not send documents).

Step 2: Answer vacancy questionnaire. Click the Apply Online button, which is available when you search for a job on www.usajobs.gov, click on the title and proceed.

Step 3: Submit supporting documents. Submit the required documents (only if applicable to you) specified in the "Required Documents" Section of this vacancy. If you submit a document using the same document title, the second submission will overwrite the first submission.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following Vacancy ID 568861. Fax your documents to: **1-478-757-3144**.

Step 4: Review application and click Finish.

Step 5: Edit application as needed by 11:59 p.m. Eastern Time of closing date.

If you cannot apply online, click the following link to view and print the questionnaire: [View Occupational Questionnaire](#) OPM Form 1203-FX must be provided to show your responses to the occupational questionnaire. Form 1203-FX can be found at:

http://www.opm.gov/forms/pdf_fill/OPM1203fx.pdf

Fax all required documents to **1-478-757-3144**.

Your OPM Form 1203-FX will be the cover page for your faxed transmission.

REQUIRED DOCUMENTS:

The following documents must be submitted by 11:59 p.m. Eastern Time on Monday, August 08, 2011.

You must submit all required documents; otherwise your application will be considered incomplete.

- Online application (Questionnaire)
- Resume (must include beginning/ending month and year for each employment period)
- Eligibility documentation (veterans preference or military spouse preference request)
- Copy of official Undergraduate and Graduate Transcripts. To receive the maximum allowable credit you must include all transcripts for each degree earned to include any additional courses currently in progress. Any transcripts submitted that are not in English or not official will be removed from the application and will not be considered.
- Copy of current, valid teaching certificate
- Applicants claiming 5-point veteran's preference must submit a copy of DD-214 (copy member 4), Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point veteran's http://www.opm.gov/forms/pdf_fill/SF15.pdf. Application for 10-Point Preference, as well as the required documentation indicated on the SF-15. Lack of supporting documentation will result in the agency's inability to recognize veteran status for this announcement.

Note: Applicants may not be considered or rated if they do not submit all of the forms indicated above and failure to submit the required forms will not be a basis for subsequent appeal or grievance

AGENCY CONTACT INFO:

*DDESS Staffing
Phone: (678)364-6619*

*Agency Information:
Area Service Center DDESS
700 Westpark Drive
Peachtree City, GA
30269
United States*

WHAT TO EXPECT NEXT:

Once your complete application is received and the announcement has closed, we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will

be referred to the hiring manager for further consideration and possible interview.

Control Number: 303818900

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