

PRINCIPAL OPEN CONTINUOUS VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 08AREA002A

OPENING DATE: 31 March 2008

CLOSING DATE: 30 March 2009

This announcement will be used to establish an inventory of applications to be referred when vacancies occur. Application under this announcement will result in a qualification determination and, if qualified, your application will be placed in our candidate inventory and considered as vacancies become available. This announcement may be used to fill vacancies at various grade/pay levels and locations, be sure you clearly state your skills, all acceptable grade/pay levels and locations(schools) when you apply. Additionally, when a specific vacancy occurs there will be a **one-week** announcement period. If you want to change your application you may submit a **completely updated application**; submit an **updated job locations(schools)**; or **request non-consideration** for the vacancy. Any updates **must be received by the closing date** of the one-week announcement and will become the application maintained in the inventory. Otherwise, your **inventory application** will be used to determine whether **to refer you for the vacancy**. **NOTE: If you are offered a position for which you indicated you wanted to be considered and decline the offer, your application will be inactivated for one year and you must reapply for future consideration.**

PRINCIPAL (Excepted Service Position) NTE*
ELEMENTARY SCHOOL, TP-1701-K Schedule K-A
MIDDLE SCHOOL, TP-1701-K Schedule K-B
HIGH SCHOOL, TP 1701-K Schedule K-C
UNIT/MULTI-LEVEL SCHOOL, 1701-K (Schedule K, highest level in school)

*NTE (NOT TO EXCEED)

Positions will be filled as Temporary NTE with a specific date as indicated in the individual one-week announcement. The selected candidate will receive either a temporary promotion NTE, reassignment NTE or an appropriate nature of action, which is dependent upon the selected candidate's current status. At the end of the NTE assignment, the individual selected will be placed in a position at the same salary and, when possible, same category held prior to this NTE position. If not possible, the individual will be placed in a position in any of the categories for which he/she is certified. The selected candidate will **not** have return rights to their previous position. Management will make every effort to place the individual in a position in the local commuting area. Management may extend the temporary position or make the position permanent with no additional competition; however, there is no guarantee that this temporary position will be made permanent.

SALARY RANGE: \$75,455.00 - \$107,510 per school year (222 days) (Be sure to submit the Acceptable Grade/Pay Levels and Locations (Schools) Preference Form)

NOTE: PAY RETENTION IS NOT AUTHORIZED.

LOCATION: Department of Defense Education Activity, Department of Defense Dependents Schools – Europe, Bavaria District, Ansbach, Germany, Heidelberg District, Heidelberg, Germany; Isles District, Feltwell, UK; Kaiserslautern District, Kaiserslautern, Germany; and Mediterranean District, Vicenza, Italy. Specific information regarding the DoDDS-Europe Districts may be viewed at <http://www.eu.dodea.edu>. (Be sure to submit the Acceptable Grade/Pay Levels and Locations (Schools) Preference Form).

ROTATION AGREEMENT: Principals are subject to mandatory rotation to other locations as required to meet the needs of the organization. Selectee must sign a Mobility Agreement.

WHO MAY APPLY: US citizens from all sources.

QUALIFICATION REQUIREMENTS FOR PRINCIPAL: Applicants must be DoDEA/DoDDS certified in the Principal category for which applying or meet the specific education and experience requirements described below:

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 three years of successful classroom teaching, specialist, or other professional educator experience at any level is required.

SPECIALIZED EXPERIENCE REQUIREMENTS: Two years of appropriate experience (elementary and/or secondary) in a staff or supervisory position that clearly demonstrated the ability to administer school educational programs 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.

DUTIES AND RESPONSIBILITIES:

DoDDS provides a program of high quality education, pre-kindergarten through grade 12, for dependents of military and civilian personnel of the United States government stationed overseas. The incumbent of this position serves as the instructional leader who monitors the delivery and evaluation of the education program and manages the facilities, personnel matters, and logistical support for the grades and student population for the school(s) listed above.

Serves as elementary/middle/high or unit school principal with responsibility for planning, directing, reviewing, and administering operations of a school.

EDUCATION ADMINISTRATION. Utilizing a professional staff, formulates procedures to assure that total educational needs of eligible students are met. Ensures that opportunities exist which permits the individual student to attain fullest potential, and monitor the curriculum as a useful vehicle to learning.

Based on the particular school environment, local culture or unusual background or experience of the students, develops a supplemental curriculum. Develops a master schedule. Conducts classroom visitation and implements teacher evaluation program. Provides professional guidance to the teaching staff utilizing extra-curricular activities.

Advises school personnel of computer hardware, software, related supply availability to support individual classroom needs. Provides counseling and takes action on pupil discipline and behavior problems. Is required to respect the privacy and sensitivities of employees and students by controlling and restricting personal information to those who "need to know." Keeps supervisor informed of education deficiencies, critical issues and emergencies. Leads school improvement initiative, based on data.

PERSONNEL MANAGEMENT. Interviews applicants and makes final selections. Counsels teachers, establishes performance standards and evaluates work. As appropriate, proposes formal disciplinary actions. Conducts staff meetings and ensures open communications. Receives and attempts to resolve complaints and grievances; and explains grievance and appeal rights. Administers leave in accordance with regulatory and policy guidance. Explains personnel policies to include merit placement, incentive awards, suggestions, and labor management relations. Establishes working relationship and meets with union representatives. Ensures adherence to Equal Employment Opportunity program requirements. Ensures compliance with affirmative action goals and objectives.

PUBLIC RELATIONS. As a key community leader, initiates communication between school administration, students, teachers, parents, and military leaders and the local community. Participates with community authorities in ensuring safety, conducting fire drills, supervising bus loading, and referral of suspected illness, injury or medically related conditions and problems to base medical authorities. Conducts pupil, parent and teacher orientations. Presents briefings relative to school policy to community leaders, local national authorities and visiting dignitaries; and keeps the community aware of school programs.

ADMINISTRATIVE RESPONSIBILITIES. Presents and justifies requests for funds, transportation, supplies, equipment and facilities to reviewing boards and higher authority. Directs timely and accurate preparation and maintenance of pupil records, office files, statistical and other reports, registers, work-orders, and expenditures of funds. Plans and follows usage. Plans and directs the receipt, storage and issuance of stock fund and supplies, and programs equipment for maximum use. Ensures that school programs include internal management control systems emphasizing prevention of waste, fraud, mismanagement, and timely correction of specific weaknesses.

Applicants are encouraged to review the DoDEA website (www.dodea.edu/home) for information on the DoDEA Community Strategic Plan with the vision, mission, and guiding principles; organizational structure and leadership. The website provides information that may be helpful in completing your application.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

The following four KSA'S will be used to assess your knowledge, skills, and ability to administer a school educational program. Provide a narrative of your experiences and demonstrated knowledge in a school setting that indicate the extent to which you have current, personal mastery of the indicators listed. Provide examples of programs you have directed and other activities that demonstrate that mastery. Respond to each statement by reflecting on what you are accomplishing as an educational leader today.

The framework for the selection process is the DoDEA Community Strategic Plan and the Interstate School Leaders Licensure Consortium (ISLLC): Standards for School Leaders. In writing to the KSAs, be mindful of the DoDEA vision and mission.

KSA #1 – Highest Student Achievement

An educational leader ensures that all students meet or exceed challenging standards in academic content so that they are prepared for continuous learning and productive citizenship. An educational leader promotes the success of all students by facilitating and articulating a vision of learning, and by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning.

Your narrative will be assessed on your response to the following descriptors:

- Applied learning theory
- Measurement, evaluation, and assessment
- Curriculum design and implementation
- Effective instruction and the integration of technology

KSA #2 – Performance-Driven, Efficient Management Systems

An educational leader uses a performance driven management system that operates in a timely, efficient, and equitable manner; places resources allocation and decision-making at the lowest operational level; and facilitates a safe environment conducive to optimum student achievement. An educational leader promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective, learning environment.

Your narrative will be assessed on your response to the following descriptors:

- School facilities, safety and the use of space
- Fiscal operations of school management
- Legal and regulatory issues impacting school operations
- Technology supporting management functions

KSA #3 – Motivated, High Performing, Diverse Workforce

An educational leader ensures that the school's workforce will be motivated, diverse, and committed to continuous professional growth and development resulting in exemplary performance and optimum student achievement. An educational leader demonstrates school leadership by promoting the success of all students by advocating, nurturing and sustaining a school culture and instructional program conducive to staff professional growth.

Your narrative will be assessed on your response to the following descriptors:

- Adult learning and professional development models
- The change process for systems, organizations and individuals
- School culture
- Human resource management

KSA #4 – Network of Partnerships Promoting Achievement

An educational leader develops, promotes, and maintains a network of partnerships to enhance optimum student achievement. An educational leader promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.

Your narrative will be assessed on your response to the following descriptors:

- The school community
- Diversity
- Partnerships to promote student achievement
- Technology for communication

A SEPARATE NARRATIVE STATEMENT ADDRESSING THE KSA'S LISTED ABOVE IS REQUIRED AS AN ATTACHMENT TO YOUR APPLICATION. FAILURE TO ADDRESS THESE KSA'S WILL RESULT IN YOUR APPLICATION BEING DETERMINED AS INCOMPLETE.

Payment of travel and transportation expenses may be authorized.

Government/Military housing, Living Quarters Allowance, Post Allowance, and other overseas benefits may be authorized. Eligibility will be determined at time of position offer. Applicants who are currently employed overseas and are not receiving allowances and benefits may not be eligible for such allowances.

Locality pay does not apply in the overseas area. Locality rates of pay in CONUS will not be used for pay setting when transferring to an overseas/foreign area.

For more information on overseas allowances and benefits, please visit:

<http://www.dodea.edu/offices/hr/employees/allowances/default.htm>

Medical Care: Applicants who have family members with special medical needs should ensure that prior to accepting a position overseas their family members' medical needs can be met. Access to care in a military treatment facility may not be available to civilian employees except on a space available basis. Consequently, host nation medical facilities may be the only care available. The availability and level of care at host nation medical facilities will vary by location. For additional information, please contact a Supervisory Staffing Specialist at commercial (49) 611-380-7706 (if calling from outside of Germany) or 0611-380-7706 (if calling within Germany), or DSN: 338-7706.

Special Education Services: The Department of Defense Dependents Schools (DoDDS) provides education including special education to children of DoD civilians who are eligible to attend DoDDS schools. However, many schools are not staffed for all special needs.

Applicants may review http://www.dodea.edu/instruction/curriculum/special_ed/ for more specific information. For additional information, please contact the Department of Defense Education Activity, Student Services Branch, at 703-588-3147/3148.

- All applicants will be considered without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, creed, gender, age, sexual orientation, non-disqualifying physical or mental disability or any other non-merit factor. Reasonable accommodations will be made for qualified applicants with disabilities, except when doing so would pose an undue hardship on the employing agency. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.
- Applications received in postage-paid Government envelopes, faxed or emailed from a Government source will not receive consideration, and applicants are reminded of the legal prohibition against the use of such envelopes or other Government property for other than officially approved activities. These prohibitions are contained in 5 USC 735.205, 39 USC, and 18 USC.

CONDITIONS OF EMPLOYMENT:

- Selectee will be required to participate in Direct Deposit/Electronic Fund Transfer in accordance with DoD Regulation 7000.14R.
- Selected candidate(s) and family members are required to obtain Official Passports prior to departure to a Department of Defense Dependent Schools (DODDS/DoDEA).

- Position is Temporary NTE – Specific date will be identified on the one-week announcement.

APPLICATION REQUIREMENTS

ALL APPLICANTS MUST SUBMIT THE FOLLOWING:

1. A Résumé, **or**
Optional Application for Federal Employment (OF-612), **or**
Any other written format that includes:
 - * 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;
 - * Description of your duties and accomplishments;
 - * 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;
2. Response to the four KSAs above must be no longer than two 8 ½ x 11 pages for each KSA, single side, plain white paper. Address each KSA separately. Do not include the full text of each KSA.
3. Acceptable Grade/Pay Levels and Locations (Schools) Preference Form.
http://www.eu.dodea.edu/hr/docs/open/oc_preference_principal.pdf

APPLICATIONS WILL NOT BE RETURNED; therefore, do not submit original documents.

Applicants are responsible for insuring that contact information is accurate and clearly evident in the application. Contact information should include current and summer address (if applicable), telephone and/or cell phone numbers, and email addresses.

HOW TO SUBMIT YOUR APPLICATION

Applicants are entirely responsible for ensuring completed applications are received in the Human Resources Office by the closing date indicated in the vacancy announcement. Applications may be submitted at any time during this Open Continuous announcement. However, applications must be received by the closing date of the individual one-week announcement to be considered for that specific vacancy. Applications received after the closing date of a specific one-week vacancy announcement will NOT receive consideration for that vacancy.

Applications must include the **Acceptable Grade/Pay Levels and Locations(Schools) Preference Form**.

Applications may only be submitted by one of the following methods.

1. **By MAIL.** Applications (if mailed) must be sent to one of the following addresses:

(If Using The U.S. Postal Service)
THE DEPARTMENT OF DEFENSE EDUCATION ACTIVITY, DODDS-EUROPE
ATTN: HUMAN RESOURCES DIVISION/PRINCIPAL OCA
UNIT 29649 BOX 7100
APO AE 09096

OR

(If using Express Delivery (I.E., Fedex, DHL, Etc))
THE OFFICE OF THE DIRECTOR, DODDS-EUROPE
AMERICAN ARMS OFFICE TOWERS, HUMAN RESOURCES DIVISION
ATTN: HUMAN RESOURCES/PRINCIPAL OCA
AUGUSTA STR 6
65189 WIESBADEN, GERMANY

2. By FAX

Applicants are encouraged to contact the Human Resources Office to verify receipt of a faxed application. Applications can be faxed to commercial (49) 611-380-7122 (if calling from outside of Germany) or 0611-380-7122 (if calling within Germany), or by DSN: 338-7122.

To verify application receipt call commercial (49) 611-380-7706 (if calling from outside of Germany) or 0611-380-7706 (if calling within Germany), or DSN: 338-7706.

3. By EMAIL

Applications sent by email must be complete and sent as one (1) attachment to DoDDS-E.PersonnelDivision@eu.dodea.edu . **Only applications sent to this email address will be accepted.** Applications must be scanned using Adobe Acrobat into a single file attachment in “.pdf” format. **APPLICATIONS SENT VIA EMAIL HAVING MORE THAN ONE ATTACHMENT OR ATTACHMENTS IN ANY OTHER FORMAT WILL NOT BE ACCEPTED.** You will receive a verification of receipt within 48 hours of receipt of your electronically submitted application.

4. HAND CARRIED

Applications may be submitted in person to the Human Resources Office. Please see the **Human Resources Assistant** in room 3-F-3 in the American Arms Office Tower, in Wiesbaden, Germany. Do not leave your application in front of a door or place on a desk. Please give it to that Human Resources representative only.

FOR ADDITIONAL INFORMATION REGARDING THIS ANNOUNCEMENT, Please contact the Supervisory Staffing Specialist at DoDDS-E.PersonnelDivision@eu.dodea.edu or via phone at (49)0611-380-7706 (DSN 338-7706).