

Director, DoDEA Americas and Performance and Accountability

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

1 vacancy in the following location: Alexandria, VA	Salary Range \$123,175.00 to \$185,100.00 / Per Year	Who May Apply All groups of qualified individuals. This is a Tier 1 position. Salaries for the Tier 1 position generally range from \$123,175-\$170,400 per annum.
Work Schedule is Full Time - Permanent	Series & Grade ES-1701-00/00	Control Number 454789500
Opened Thursday 11/3/2016 (0 day(s) ago)	Promotion Potential 00	Job Announcement Number SES-1836944-KGR
Closes Monday 12/5/2016 (32 day(s) away)	Supervisory Status Yes	

Job Summary

The Department of Defense Education Activity (DoDEA) is seeking an exceptional educational leader with a proven record of success in Pre-K through 12th grade education innovation and reform. The position serves as Director, DoDEA Americas and Performance and Accountability in one of the nation's top tier school systems. DoDEA operates schools in military communities around the world to deliver a quality education to children of DoD personnel.

- This position is in the Senior Executive Service (SES), a small elite group of top government leaders. SES members possess a diverse portfolio of experiences including strong skills to lead across organizations.
- As an executive you will influence the direction of innovation and transformation of the federal government and lead the next generation of public servants.
- The Director, DoDEA Americas and Performance and Accountability builds a collaborative vision for optimizing the sharing and use of knowledge, data and best practices across the organization through the categorization, codification and dissemination of knowledge. The incumbent will build, execute, and monitor a system-wide educational accountability system, which includes building a system-wide balanced scorecard to manage continuous improvement.
- This position serves under the authority and direction of the Director, DoDEA which in turn reports to the Assistant Secretary of Defense (Manpower & Reserve Affairs). <http://www.dodea.edu>

Duties

- Manages the applied research, program evaluation, policy, and records, of the school system, the collection and analysis of system-wide data, the definition and implementation of accountability models and the continuous collection and dissemination of educational research. As the Director of the Americas works closely with the district superintendents and other executive staff members.
- Directs long and short range planning and implementation of accountability procedures with DoDEA.

- Develops goals, benchmarks, strategies, and a framework for assigned program areas.
- The incumbent provides transformational leadership in helping each of the Americas Region district and schools in creating and managing a safe, supportive and positive learning environment where all students excel, where staff is empowered and share the vision of high performance and collaboration, and where parents and community are engaged in partnerships to support student achievement.
- Supports the administration of national and DoDEA assessments. Oversees the development of the school system accountability report. Works with staff to identify problems and projects to be evaluated for effectiveness and creates complex reports and presentations for the Director, DoDEA..

Travel Required

- 25% or Greater
- Travel will be required to different DoDEA locations in the United States and overseas.

Relocation Authorized

- Yes
- Permanent Change of Station (PCS) expense may be authorized.

Key Requirements

- You must be a U.S. citizen to apply for this position.
- You must be able to obtain/maintain a Top Secret Security clearance.
- Please read the vacancy announcement in its entirety before applying.
- Resume only process.
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Qualifications

To meet the minimum qualification requirements for this position, you must show that you possess the five Executive Core Qualifications (ECQs), the Mandatory Technical Qualifications, and other qualifications, if applicable, listed below.

You must identify and show evidence of your executive leadership experience by addressing the ECQs and MTQs within your seven page resume (Your resume must also emphasize your level of responsibilities, the scope and complexity of programs managed, accomplishments, and the results of your actions). Please do not submit separate statement addressing the ECSs or MTQs. Separate written statements addressing ECQs or MTQs will not be considered. Resumes must not exceed 7 pages; if so, only the first 7 pages will be considered.

EXECUTIVE CORE QUALIFICATIONS:

ECQ 1 - Leading Change: This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

ECQ 2 - Leading People: This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

ECQ 3 - Results Driven: This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

ECQ 4 - Business Acumen: This core qualification involves the ability to manage human, financial, and information resources strategically.

ECQ 5 - Building Coalitions: This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Additional information on the Executive Core Qualifications is available at www.opm.gov/ses/recruitment.ecq.asap.

In addition, DoD requires the Enterprise Perspective. The incumbent should possess the ability to apply a broad point of view and an understanding of individual organizational responsibilities in relation to DoD or government-wide strategic priorities is required. Executives must demonstrate ability to work with internal and external partners to support national security objectives. This perspective is typically gained through a variety of diverse work experiences. A Separate narrative statement is not required. This information should be embedded within your resume. Only the first seven pages of your resume will be considered for this announcement.

MANDATORY TECHNICAL QUALIFICATIONS (MUST SHOW EVIDENCE OR DEMONSTRATED EXPERIENCE IN YOUR RESUME).

1. Demonstrated knowledge and expertise in leading and transforming a PreK-12 school system into a high performing student-centered learning environment. Includes, demonstrated ability in developing effective school leaders; building learning communities in schools; and monitoring through effective examination, assessment, and supervision of instruction to ensure that the school system delivers high quality instruction to every student.
2. Demonstrated knowledge, expertise and ability in leading strategic initiatives that produce high quality results that improves student outcomes and ensure a high-quality PreK-12 school system.
3. Demonstrated leadership and in the ability to bring about strategic change, both within and outside the organization, and finely honed communication skills to effectively communicate within civilian senior executive leadership, military commanders, parents, unions, stakeholders and school boards.

Education Requirements:

A. Degree: that included or was supplemented by major study in education or in a subject-matter field appropriate to the position. A copy of your transcript must be provided for verification of education.

OR

B. Combination of education and experience--courses equivalent to a major in education or in a subject-matter field appropriate to the position, plus appropriate experience or additional course work that provided knowledge comparable to that normally acquired through the successful completion of the 4 year course of study described in A above.

NOTE: A copy of college transcripts are required as proof that you meet the educational requirement for this position (unofficial transcripts will be accepted). Failure to provide a copy of your transcripts for this announcement, will result in a rating of "ineligible."

- All newly appointed career SES leaders must sign the Reassignment Rights Obligations Agreement as a condition of appointment into the SES.
- In order to qualify for this position, you must be able to obtain/maintain a Top Secret security clearance.
- Submit application and resume online by 11:59PM Eastern Standard Time on Monday, December 05, 2016.
- Provide all other required documents by the closing date of the announcement.

Security Clearance

Top Secret

What To Expect Next

After all application packages have been received, we will review your application to ensure you meet the basic qualification requirements. We will evaluate each applicant who meets the basic qualifications based on the information provided and may interview the best-qualified applicants. After making a tentative job offer, we will conduct a suitability and/or security background investigation. You should expect to hear back from the organization 90 days after the closing date.

BENEFITS

There are a variety of benefits available to Federal Government employees. You will find specific information pertaining to those benefits at https://help.usajobs.gov/index.php/Pay_and_Benefits .

Other Information

- The individual selected will be required to file an 'Executive Branch Personnel Financial Disclosure Report' (OGE-278) in accordance with the Ethics in Government Act of 1978.
- Applications MUST be submitted through USA Jobs automated system. **Faxed, mailed, or emailed applications will not be considered.**
- You will serve a one-year probationary period unless you previously completed the probationary period in the SES.
- Veterans' preference does not apply to the Senior Executive Service.
- PCS expenses may be authorized.

You must apply on-line. Applications must be received by Monday, December 05, 2016.

TO SUBMIT AN APPLICATION THROUGH USAJOBS: In order to expedite the review of your application, you must submit a complete online application package to include the resume and vacancy questions. To apply online, please select the 'Apply Online' button at the bottom of this announcement. Please note: your online resume may not be a complete application. Be sure to carefully read this announcement to see if additional information is required and how it should be submitted.

Please Note: Applications mailed in government envelopes will not be considered for this position.

Applicants who fail to submit all information and documents (i.e. a resume, ECQs, technical qualifications, and other qualifications, as applicable) **WILL NOT** receive consideration for the position.

If you upload your documents using Application Manager, do not fax the same documents. To verify whether your documents successfully uploaded, please wait at least one hour. If you have completed the application process online and were unable to upload your supporting documents, complete the cover page at the following link <https://staffing.opm.gov/pdf/usascovers.pdf> using the following Vacancy ID and fax your documents to 1-478-757-3144. Faxed documents submitted with missing information will not be processed. The following will prevent your documents from being processed:

- Not using the special cover page mentioned above.
- Missing incomplete, or invalid Vacancy Identification Number.
- Missing or incomplete Social Security Number or name.

If you are unable to apply online, you must fax the completed 1203FX (please only complete questions 1-8) form along with your complete application to 1-478-757-3144. The form 1203FX form will serve as a cover page for your fax transmission. The form can be found at http://www.opm.gov/forms/pdf_fill/OPM1203fx.pdf. The complete Application Package (containing the required documents) must be received no later than 11:59 Eastern Standard Time on Monday, December 05, 2016. If you cannot complete the application process using one of the options identified in the "How to Apply" section, please contact our office for alternate application procedures.

To verify uploaded documents have been processed, please wait two hours to ensure that your documents have cleared the virus scan process. You can verify that your uploaded documents are attached to your application by

checking the Details tab of your Application Manager account <https://applicationmanager.gov/> for this vacancy announcement. Your documents will display under the Details tab in the Documents area.

How You Will Be Evaluated

You will be evaluated on the quality and extent of your total accomplishments, experience, and education. Your application will be evaluated by a rating and ranking panel, and highly qualified candidates may undergo an interview and a reference check. The Office of the Secretary of Defense Executive Resource Board will review results and make recommendations on final selections to the appointing authority. Unless you have already been certified by a Qualifications Review Board (QRB), your ECQs must be certified by a QRB before appointment can occur.

1. Resume - You must show/exhibit evidence and identify your executive leadership experience by addressing the ECQs and MTQs within your 7 page resume (Your resume must also emphasize your level of responsibilities, the scope and complexity of programs managed, accomplishments and the results of your actions). Your resume should not exceed seven (7) pages. Written statements addressing ECQs or MTQs separately will not be considered. Applicants typically provide the following information:

- Vacancy Identification Number - 1836944
- Full name, email and mailing address, and day and evening telephone numbers
- Educational information including the name, city, and state of colleges or universities you attended, as well as the type of any degree received. Report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. For more information, you may refer to the following U.S. Department of Education website: <http://www.edu.gov/admins/finaid/accred/index.html>
- Information about your paid and nonpaid work experiences related to this position including: job title, duties and accomplishments, employer's name and address, duration of employment, and salary.
- Information about honors, awards, and special accomplishments.

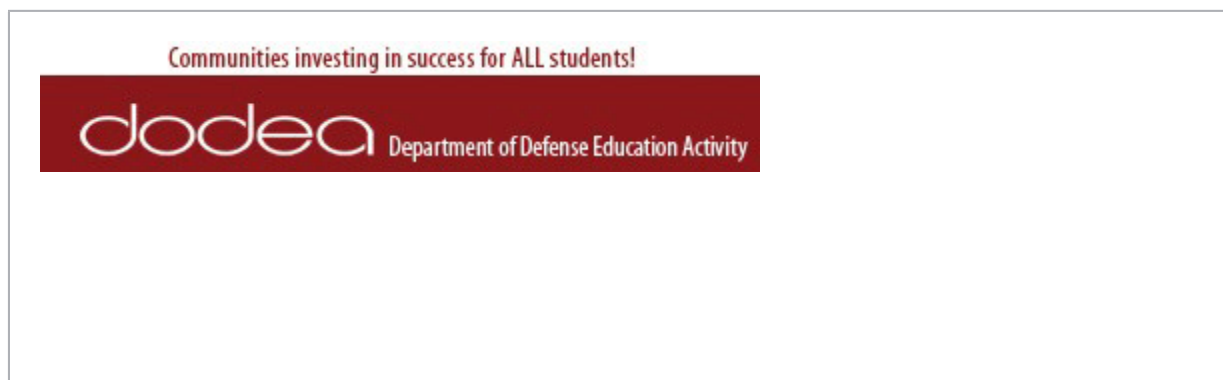
2. Copy of Notification of Personnel Action (SF-50): Current and former Career SES members must provide a SF-50 showing their status or reinstatement eligibility. Candidates who have successfully completed an Office of Personnel Management approved SES CDP must submit a copy of their ECQ certification. A SF-50 is required from all applicants for vacancies that are only open to status employees only.

3. College Transcripts: A copy of your college transcripts must be submitted for this position. Please refer to the Education section of this announcement. **NOTE: A copy of college transcripts are required as proof that you meet the educational requirement for this position (unofficial transcripts will be accepted). Failure to provide a copy of your transcripts for this announcement will result in a rating of 'ineligible.'**

4. Demographics Information of Applicants: Click on the link to access the Demographics Information of Applicants -

http://www.eeoc.gov/federal/upload/Applicant_Tracking_Form_2-19-2014-2.pdf.

DO NOT SUBMIT ANY ADDITIONAL INFORMATION: Extraneous materials such as award certificates will not be considered.



Department of Defense

Department of Defense Education Activity

Contact

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