

## VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER: 08-MED-001**

**OPENING DATE: 12 FEBRUARY 2008**  
**CLOSING DATE: 31 DECEMBER 2008**

**POSITION: Substitute Teacher or AVID Tutor, TP-AA**

**WORK SCHEDULE:** Intermittent/Seasonal

**SALARY:** \$ 95.00 per day – One full day    \$47.50 - Less than one full day

**LOCATION:** Positions are for Department of Defense Dependents Schools (DoDDS), Mediterranean District (includes Italy, Spain, Portugal, Turkey).

### **WHO MAY APPLY:**

- A Current Career or Career-Conditional Federal employee residing in the commuting area
- A U.S. citizen family member residing in the commuting area
- A Military Spouse eligible residing in the commuting area
- A Reinstatement eligible residing in the commuting area
- A 30% Disabled Veteran residing in the commuting area
- A Veterans' Recruitment Appointment (VRA) in the commuting area

The Status of Forces Agreement (SOFA) prohibits the hiring of any person deemed to be "ordinarily resident", regardless of citizenship or Soggiorno status. This includes U.S. citizens holding dual citizenship for the country in which they are wishing to work. Tourists are not eligible for employment. Candidates living in the overseas area without sponsorship of the U.S. forces must prove eligibility for employment.

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 14,500 individuals responsible for educating more than 95,000 students in 13 foreign countries, seven states, Guam, and Puerto Rico. The mission of DoDEA is to provide a quality education from prekindergarten through grade twelve for the eligible minor family members of DoD military and civilian personnel on official assignments.

**NOTE TO ALL APPLICANTS:** The DOD Policy on overseas employment for civilian employees limits overseas tours to 5 years. Extensions beyond 5 years are designed to provide management flexibility to meet defined mission requirements that otherwise cannot be met. Case-by-case extensions by the 5-year limit may be granted in extremely rare situations. A decision to extend an employee must be supported by resource and mission requirements and be in the best interest of the command. DoDDS-Europe complies with the DOD policy on overseas employment for civilian employees.

**QUALIFICATION REQUIREMENTS:** DoDDS employs the best qualified professional staff to implement its program of learning. The best qualified candidates are defined in order as:

1. Applicants who possess a baccalaureate degree from an institution accredited by a regional accrediting association which includes 18 semester hours of course work in the field of professional teacher education;
2. A baccalaureate degree in any major;
3. An associate degree or has completed 60 semester hours; or
4. A high school diploma or graduate equivalency diploma (GED)

**TRAVEL ENTITLEMENTS, LIVING QUARTERS ALLOWANCE (LQA) AND POST ALLOWANCE (PA) ARE NOT AUTHORIZED.**

**DUTIES AND RESPONSIBILITIES:** Substitute teachers present instruction in accordance with an established lesson plan and curriculum to students in a classroom environment. AVID (Advancement Via Individual Determination) Tutors are advocates and role models for the students, responsible for reporting student progress to the teacher. They tutor students individually or in small groups, review the students' notes, entertain questions and discussions, determine the concepts which need to be reviewed, work with students in any phase of the writing process, and correct students' work.

**CONDITIONS OF EMPLOYMENT:** Substitute teachers/AVID tutors work only when actually needed and have no guaranteed tour of duty. Substitute teachers may work no more than 90 consecutive days in a continuing full-time or part-time position with a prescheduled tour of duty. Substitute teachers/AVID tutors are not eligible for health insurance, life insurance and retirement benefits and do not earn leave.

Federal employees must participate in Direct Deposit/Electronic Fund Transfer in accordance with DoD Regulation 7000.14R.

**TO APPLY, APPLICANTS MUST INCLUDE THE FOLLOWING:**

1. Optional Application for Federal Employment (OF-612), resume, or any other written format.
  - Applications must include the 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.
  - Your citizenship and social security number.
  - Your highest level of education obtained.
2. Copy of college transcript(s) or list of college courses (OPM 1170/17). Education will be credited only when one of these forms is provided. To credit education gained in a foreign institution, you must submit proof that it is equivalent to a United States education program. This information must be provided if needed to determine basic eligibility requirements.
3. OF-306 – Declaration for Federal Employment Form.
4. Geographic Availability Listing.
5. Completed Pre-Employment Questionnaire to determine eligibility for employment.
6. Copy of sponsor's permanent change of station (PCS) orders authorizing movement of family member(s) to the overseas command, or other appropriate documentation (such as statement of command sponsorship) to support family member status.
7. Copy of SF-50, Notification of Personnel Action, to verify appointment eligibility, personal status, LWOP, and to document your highest annual salary and grade held, if you are a current or former Federal employee.
8. Copy of most recent Federal Performance Appraisal if you are a current Federal employee.
9. If you possess prior military service, copy of DD-214 (Member 4 copy) reflecting character of service, e.g., honorable, and period(s) of service.
10. If claiming 10-point veteran preference, Standard Form 15, Application for 10-Point Veteran Preference, is required along with supporting documentation as described in Item C on the SF-15.
11. Italian Soggiorno or Soggiorno application letter (Italy only).

**The following inprocessing forms must also be completed. You must contact your local DoDDS school secretary where you are willing to work to be inprocessed.**

- SF-61, Appointment Affidavit
- Address Change Form
- W-4, Tax Form
- SF-1199A, Direct Deposit Form
- SF-181, Race and National Origin Identification Form
- SF-256, Self-Identification of Handicap Form
- I-9, Employment Eligibility Verification Form
- SF-144, Statement of Prior Federal Service

- SF-1152, Designation of Beneficiary for Unpaid Compensation Form
- Pre-Appointment Certification Statement for Selective Service (male applicants only)
- Dual Compensation Memo
- Ethics Training Memo
- Temporary Appointment Memo (anyone with a Not-To-Exceed date)
- Memorandum of Understanding
- Cleared Installation Records Check (IRC)
- SF-85P, Questionnaire for Public Trust Positions (must be validated electronic version in EPSQ program. EPSQ system located any DoDDS school).
- SF-85PS, Supplemental Questionnaire for Selected Positions
- SF-87, Fingerprint Card (2 cards required)

**WHERE TO APPLY:** Applicants should submit a copy of your application to each school/office where you are willing to work.

**Incomplete applications will not be considered. Applications will not be returned. Therefore, do not submit original supporting documentation.**

**APPLICANT RESPONSIBILITIES:** Applicants are responsible for ensuring that the Mediterranean District Human Resources Office is informed of any change in their address and/or telephone number.

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.**

Applications received in postage-paid Government envelopes 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.

DoDEA is an equal opportunity employer. There will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism.