



REGIONAL SCHOOL LIAISON OFFICER

Announcement # M-20712

Salary: \$65K to \$75K per year Series/Grade: NF 1701 04

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

LOCATION: Child & Youth Programs – Joint Base Anacostia-Bolling

OPENS: 11 Oct 2012
1st cutoff: 22 Oct 2012
CLOSES: when filled

AREA OF CONSIDERATION: Current Department of Defense Employees ONLY.

Relocation bonus negotiable.

Regular Full Time with benefits.

HOW TO APPLY: Download required application forms on <http://cnic.navy.mil/NDW/About/Jobs/>. Submit ALL required forms to: Fleet & Family Readiness Program, Attn: HR Office, 47402 Buse Road, Bldg. 467, Patuxent River, MD 20670 OR email to naf.npaxr-soli.fcm@navy.mil. When emailing your application packet, please be sure to SIGN and DATE each form, print them out, scan and attach to the email. PLEASE be sure to include the announcement number above and the position title in the subject line of your email. Failure to do so could delay processing of your application. A résumé may be included with the required forms, but **NOT** in place of the OF-612 and OF-306.

This position serves as the subject matter expert for issues and processes involving State and Local Education Agencies (LEA) on all K-12 educational matters relating to public, private, home schooling and where applicable Dept of Defense Education Activity Schools (DoDEA).

DUTIES AND RESPONSIBILITIES:

Managing, coordinating, and facilitating Navy Region education support to maximize the opportunity for academic success of military associated children. Work with Region Commanders, state-level educators and parents of school-age children to understand the educational needs of military associated children. Incumbent will represent and speak for the Region on youth education/school transition/deployment issues. This work is considered mission essential and requires frequent contact and/or advice to Commanding Officers, local community leadership, Installation Commanders, other installation Navy Family Program Managers, Dept of Defense Education Activity, and public school district superintendents/principals.

Serves as team leader for installation School Liaison Officers (SLO) within region. Ensures installations establish, implement and coordinate all school liaison administrative, operational policies and procedures in a consistent and predictable manner across installations in the region. Coordinates with installation SLO's in the region on any educational issues involving military children.

Ensures installations implement baseline Child and Youth Education Services (CYES). Gathers and maintains up-to-date statistical data for planning and reporting purposes to CNIC, HQ, N912 and other statutory requirements.

Articulates CYES policies, procedures and priorities, interprets implications for youth, parents, commanders, command staff and school personnel. Conducts initial and follow-on training for installation SLO's and school personnel.

Performs administrative duties related to Child and Youth Education Services program. Develop an annual budget and projects, monitors program expenditures.

MINIMUM REQUIRED QUALIFICATIONS:

MUST have one of the following:

Successful completion of a four-year degree with a major course of study/substantial course work which directly relates to a CYP field in Early Childhood Education, Child/Youth Development, Elementary/Secondary Education, Special Education, Psychology, Youth Program Administration or a closely related field of study.

OR

A combination of education and experience – courses equivalent to a major in a field (24 hours) 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 above.

AND

A minimum of three years experience working with school personnel, students and parents, i.e., School Liaison Officer, CYP Manager, education or academic leader/counselor. Knowledge of Navy operational organizational structure, chain of command, and particularly as it relates to the child and youth program. Knowledge and understanding of Navy philosophy, goals, vision, policy and programs relating to CYP issues of military families. Oral and written briefing skills with knowledge of techniques and formats for effective communication to installation level leadership. Knowledge of research methodology, information retrieval and data organization for analysis, decision making, and formulation of recommendations. Research methods include interviews, focus groups, working groups, surveys and data search.

MUST submit copies of educational requirements with your application packet for this position.

SPECIAL REQUIREMENTS:

Must be able to obtain a SECRET Clearance.

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

IMPORTANT: If you are a male born after December 31, 1959 and at least 18 years of age, employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System (military draft), unless you meet certain exemptions. If applicable, failure to register will prevent you from being considered for employment. To register, please visit the Selective Service web site at <https://www.sss.gov/default.htm>.