

Job Title: 0370 Teacher, Chinese (Mandarin)

Department: Department Of Defense

Agency: Defense Education Activity

Sub Agency: Domestic Dependent Elementary and Secondary Schools (DDESS)

Job Announcement Number: 11-DLC-017-DM

Salary Range: \$50,658- \$122,894 per school year
Salary range is for a full-time, 190 days per school year. Pay will be set within the range and is based on qualifications, education, experience, training. **This position is scheduled to be part-time, 40 hours per biweekly pay period, therefore actual salary received would be half of the full time salary range reflected above.**

Series & Grade: AD-1710-00/00

Promotion Potential: 00

Open Period: Wednesday, July 13, 2011 until Filled

Position Information: **Part-Time School Year Permanent Appointment, excepted service appointment (40 hours per biweekly pay period).**

Duty Locations: 1 vacancy - Alexandria, Arlington & Falls Church, VA

Who May Be Considered: Applications will be accepted from All US Citizens

Job Summary:

The Department of Defense Education Activity (DoDEA) operates schools in military communities around the world to deliver children of DoD personnel a quality preschool through 12th grade education. Located in the Ballston area of Arlington, VA, DoDEA Headquarters is convenient to Metro, restaurants, and shopping. It is a family-friendly organization offering flexible schedules, telecommuting, and other quality-of-life programs. For more information, please visit our web site at www.dodea.edu.

This position is located with Domestic Dependent Elementary and Secondary Schools (DDESS).
Temporary Duty location: Arlington, Virginia. Future Hub Site is Quantico, VA.

As part of our mission to provide exemplary educational programs that inspire and prepare students for success in a global environment, the Department of Defense Education Activity (DoDEA) Virtual High School has offered advanced placement and non-advanced placement courses since 1986.

The online courses have the same level of rigor and adhere to the same standards of the traditional DoDEA curriculum. But online courses have an additional benefit. They help students develop proficiency in information age technologies that enable a lifetime of learning and achievement.

Students engage in Virtual High School courses in schedules similarly to the academic calendar of their schools.

Major Duties:

Incumbent of this position will provide professional teaching skills to assist student to achieve optimum development of skills and mastery of knowledge identified by the Department of Defense Education Activity Community Strategic Plan and Curriculum by conducting assigned subject matter or grade level(s) instruction in the DoDEA School System. The teacher plans, organizes and presents information and instruction via a Learning Management System which helps students learn subject matter and skills that will contribute to their academic development; has an instructional plan which is compatible with the DoDEA Virtual School and system-wide curricular goals; interacts effectively with students, co-workers, and parents; carries out non-instructional duties as assigned and/or as needed; adheres to established laws, policies, rules , and regulations; and follows a plan for professional development.

Qualifications:***QUALIFICATION REQUIREMENTS FOR Teacher, Chinese (Mandarin)***

Applicants must meet the specific education and experience requirements described below:

EDUCATION REQUIREMENTS:

A baccalaureate degree from an institution accredited by a regional accrediting association is required. Academic preparation of at least 40 semester hours (SH) in general education course work distributed over such fields as English, history, social studies, mathematics, fine arts, languages, science, philosophy, and psychology is required. In addition, a minimum of 18 SH of professional teacher education course work in such areas as learning process, tests and measurement, educational philosophy, psychology, social foundations, methods of teaching and curriculum applicable to the type and level of the position for which applying is required.

SPECIALIZED EXPERIENCE REQUIREMENTS: Experience in teaching via distance learning or relevant training is highly desirable. The following specialized experience is considered highly desirable for this position:

1. Direct and recent experience with using a Learning Management System (i.e. Blackboard, WEbCT, Moodle, etc.)
2. Proficient with using Microsoft Office and multimedia applications
3. Experience with instructional applications of digital communication tools (i.e. web conferencing, email, instant messaging).
4. Experience in writing, reviewing curriculum/developing new coursework.

SPECIALIZED EDUCATION:**0370 Teacher, Chinese (Mandarin)**

DoDEA or State certificate as a Chinese (Mandarin) Language Teacher

or,

DoDEA or State certificate as a secondary classroom teacher in any category AND Chinese (Mandarin) communication skill as verified by an ACTFL Foreign Language Oral Proficiency Interview (OPI) rating of at least an intermediate high score.

You must be a U.S. citizen to qualify for this position.

You must possess a valid state teaching license with a Chinese language endorsement PLUS, you must present transcripts reflecting 50% of the course work in the content area. If you do not have a state license, you must meet DoDEA qualifications requirements for certification in 0370 Teacher, Chinese (Mandarin). Applicants must submit official transcripts from all colleges and universities attended, along with a current and valid state teaching certificate, at the time of submitting the application.

You must sign a mobility agreement that indicates you will accept relocation to other geographic locations.

You will be required to participate in Direct Deposit/Electronic Fund Transfer in accordance with DoD Regulation 7000.14R.

Selectee must undergo Background Checks IAW DoDI 1402.5 (e.g. Local Files Check, State Criminal History Records Check, and National Agency Check Inquiries). Employment in these positions is subject to successful completion of a background security investigation and favorable adjudication. Failure to successfully meet/maintain these requirements may be grounds for termination.

How You Will Be Evaluated:

Once your qualifications have been evaluated, your application will be considered.

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

Payment of travel and transportation agreement may be authorized.

Other Information:

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. For additional information please visit <http://www.dodea.edu/offices/eeo/>.**

How To Apply:

You must submit your application so that it will be received by the closing date of the announcement.

ALL APPLICANTS MUST SUBMIT THE FOLLOWING (Please include vacancy announcement number on all application materials.)

__1. Résumé, Optional Application for Federal Employment (OF-612).
http://www.opm.gov/forms/pdf_fill/of612.pdf, Fillable 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.

__2. Declaration for Federal Employment (Optional Form 306).
http://www.opm.gov/forms/pdf_fill/of0306.pdf, Fillable

__3. Photo of all official college/university transcripts (front and back) with announcement number stated on them. To receive the maximum allowable credit you must include all transcripts (front and back) for each degree earned to include any additional courses currently in progress. Any transcripts submitted that are not in English will be removed from the application and will not be considered. (Transcripts must be in English.)

__4. Copy of current/valid Teacher's Certificate license (front and back). To meet this requirement, the entire license must be submitted in English (to include the front and back). Any licenses which are submitted that are not in English and which do not include both the front and back, will be removed from the application and will not be considered. (License must be in English.)

__5. Copy of latest SF-50, Notification of Personnel Action (if applicant has current or previous civilian service in the Federal government).

__6. 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 preference must submit DD-214 and Standard Form 15, form available online under forms at http://www.opm.gov/forms/pdf_fill/SF.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.

__7. Applicants requesting Military Spouse Preference (MSP) must submit the following documents along with their completed application:

- a. Military Spouse Employment Request Form (Form available online at:
· <http://www.am.dodea.edu/ddessasc/employment/MSPRequestFormNov5.DOC>.
- b. A copy of the sponsor's Permanent Change of Station orders indicating authorization of dependent travel.
- c. Copy of Marriage certificate.

WHERE TO APPLY:

Applications must indicate the vacancy announcement number and position for which applying. Applications may only be submitted by one of the following methods.

1. **By EMAIL.** Applications sent by email must be complete and sent as one (1) attachment to HQEDUCATORSTAFFING@HQ.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 Adobe (.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.

2. **By MAIL.** Applications (if mailed) must be sent to the following address:

(If using the U.S. Postal Service)

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

4040 NORTH FAIRFAX DRIVE

ATTN: HUMAN RESOURCES DIVISION/HQ-ESU (11-DLC-017-DM)

ARLINGTON, VA 22203-1634

3. **By FAX.** Applications may be faxed to commercial (703) 588-5385. To verify application receipt please send your inquiries to HQEDUCATORSTAFFING@HQ.DODEA.EDU. Applicants are encouraged to contact the Human Resources Office to verify receipt of a faxed application.

4. **HANDCARRIED.** Applications may be submitted in person to the Human Resources Office. Please see the Human Resources Assistant on the 6th floor of the Human Resources Division in Arlington, VA. 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 Human Resources Office at HQEDUCATORSTAFFING@HQ.DODEA.EDU. (Please note that the Human Resources Office is located in Arlington, VA).

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. For additional information please visit <http://www.dodea.edu/offices/eeo/>.**

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.

Applications will not be returned; therefore, do not submit original documents.

INCOMPLETE APPLICATIONS WILL NOT RECEIVE CONSIDERATION.

Contact Information:

Department of Defense Education Activity
Phone: 703-588-3983
Fax: 703-588-5385
Email:
HQEDUCATORSTAFFING@HQ.DODEA.EDU

Agency Information:
Human Resources Division
ATTN: HRSC/Educator
Staffing Unit (11-DLC-017-DM)
4040 North Fairfax Drive
Arlington, VA 22203
US
Fax: 703-588-5385

What To Expect Next:

Once your complete application is received 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. We expect to make a selection within 30 days of the closing date of this announcement. You will be notified of the outcome.

EEO Policy Statement: <http://www.usajobs.gov/eo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>