

Office Of Elementary And Secondary Education

Job Title: **Education Program Specialist, GS-1720-9 (MPP)**
Department: **Department Of Education**
Agency: **Office of Elementary and Secondary Education**
Job Announcement Number: **OESE-2015-0047**

SALARY RANGE: \$52,146.00 to \$67,787.00 / Per Year
OPEN PERIOD: Friday, April 10, 2015 to Friday, April 24, 2015
SERIES & GRADE: GS-1720-09
POSITION INFORMATION: Full time - Permanent
PROMOTION POTENTIAL: 12
DUTY LOCATIONS: MANY vacancies in the following location:
Washington DC, DC
WHO MAY APPLY: One or more vacancies may be filled through this announcement.

This announcement is open to all current Federal employees with status; former Federal employees with reinstatement eligibility; and applicants eligible for appointment under special appointing authorities (schedule A; VEOA, Indian Preference, etc.)

SECURITY CLEARANCE: Not Applicable
SUPERVISORY STATUS: No

JOB SUMMARY:
[About the Agency](#)

This position is located in the Office of Indian Education, Office of Elementary and Secondary Education, U.S. Department of Education. This position performs professional work for an educationally related program (or group of programs) directed towards improving American education. Program objectives are achieved through the management of grants, contracts, and loans, as well as through professional leadership and expertise.

The incumbent in this position serves as an Education Program Specialist, in the Office of Elementary and Secondary Education (OESE). The office establishes policies and provides financial and technical assistance for supporting local education agencies, Indian tribes and organizations, postsecondary institutes and other entities in meeting the special educational and culturally related academic needs of American Indians and Alaska Natives. Formula grants are provided to school districts and tribal schools for the purpose of meeting the special educational needs of Indian students. In addition, discretionary grants are awarded to support programs for tribal administrative planning and development and for adult education; special discretionary programs for Indian children including professional development of fellowship programs; and support of national research activity.

****THE SELECTION CERTIFICATES MAY BE SHARED AMONG PROGRAM OFFICES ACROSS THE DEPARTMENT OF EDUCATION****

TRAVEL REQUIRED

- Occasional Travel
- Occasional travel may be required.

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- You must be a U.S. Citizen.
- Must complete a Background Investigation and fingerprint check.

- Relocation Expenses will not be paid.
 - Drug Testing (if applicable)
-

DUTIES:

The incumbent will provide technical assistance in the administration and management of funded projects. Advise applicants on requirements for submitting proposals for grants/contracts and on appropriate ways of developing program proposals to be submitted in applications.

Revises and evaluates proposals under consideration for awards of grants and contracts. Makes funding and policy recommendations to the program staff concerning pending awards and related matters.

Visit projects for the purpose of evaluation. In consultation with other program staff, writes reports and make recommendations regarding the renewal of on-going projects.

QUALIFICATIONS REQUIRED:

Basic Requirements:

- A. Degree that included or was supplemented by at least 24 semester hours of coursework in a field related to the work of the position to be filled (as presented in the description of duties), of which at least 9 semester hours were in education courses. OR
- B. Four (4) years of experience that demonstrated a thorough understanding of the principles and practices of the work in the education program specialist series. This experience must have been of such character and diversity to demonstrate that the applicant possesses an understanding of the field comparable to that acquired through completion of a degree from an accredited college or university. OR
- C. Combination of education and experience - (including at least 24 semester hours in a field related to the work of the position to be filled, of which at least 9 hours must have been in education courses.) OR
- D. At least one (1) full academic year of professional teaching experience. This experience is defined as full and primary responsibility, under general supervision, for instruction of assigned students in an accredited school or institution. This includes responsibility for preparing and presenting lessons and for evaluating students' progress, including a determination of the students' progress, including a determination of the students' success or failure according to established criteria. Serving in an assistant capacity to a professor without the authority to determine the students' success or failure to meet course requirements does not meet this criterion.

GS-9

Two years of graduate education leading to a master's degree OR

A master's or equivalent graduate degree OR

52 weeks of specialized experience equivalent to GS-7 in the Federal government (Examples of such experience include reviewing proposals under the direction and oversight of senior staff; obtaining information for proposal or contract review panels; reading state education plans to compile information about education programs; reviewing and analyzing education policies, regulations, and procedures; and performing data analysis to support a study or program) OR

Combination of education and experience.

QUALIFIED PERSONS WITH INDIAN PREFERENCE ARE GIVEN PRIORITY FOR THIS POSITION.

APPLICANTS MUST MEET QUALIFICATIONS AND TIME-IN GRADE REQUIREMENTS BY THE CLOSING DATE OF THIS VACANCY ANNOUNCEMENT.

Applicants are expected to possess the Knowledge, Skills and Abilities (KSAs) listed below to qualify for this position. These KSAs are addressed in the self-assessment questionnaire that you will complete for this announcement. You do not need to respond separately to the KSAs listed below. Your answers to the on-line experience questions will serve as responses to the KSAs. Your application will be evaluated based on your ability to demonstrate the following knowledge, skills, and abilities/competencies (KSAs):

1. Ability to learn and apply the statute, regulations, and guidance for grant programs administered by the program office.
2. Skill in analytical writing.
3. Ability to organize information and maintain project folders and electronic information in GAPS.
4. Ability to communicate orally and in writing with grantees and outside callers/clients and to respond to various program requests for information.
5. Interpersonal skills.

HOW YOU WILL BE EVALUATED:

WARNING! High self-assessment in the vacancy questions that is not supported by information in your resume, essay responses, and/or supporting documents may eliminate you from best-qualified status or result in a lowered score. Your responses to the vacancy questions must be substantiated by your on-line resume. Be sure that the experience/education as described on your resume contains accurate and sufficient information that clearly supports your responses to all of the questions by addressing experience and education relevant to this position. If you exaggerate or falsify your experience, education and/or your responses to questions, your ratings can/will be changed, or you may be removed from employment consideration. You should make a fair and accurate assessment of your qualifications. Applicants who do not respond to the application questions will be rated ineligible.

To preview questions please [click here](#).

BENEFITS:

You can review our benefits at: <https://jobs.mgsapps.monster.com/edu/vacancy/preview!benefits.hms?orgId=1&jnum=62288>

OTHER INFORMATION:

The Federal Government is committed to expanding access to employment by hiring people with disabilities; providing technical assistance and information on reasonable accommodations for people with disabilities; and identifying and removing barriers to work. Persons with disabilities may apply for jobs filled either competitively (where qualified individuals compete with one another through a structured process), noncompetitively (where a qualified individual may be selected based on a special appointing authority), or through an excepted appointing authority for people with disabilities (i.e. Schedule A). People who are selected for a Federal job must meet the qualification requirements for the position and be able to perform the essential duties of the job with or without reasonable accommodation. For information on "People with Disabilities" please visit

Interagency Career Transition Assistance Plan (ICTAP) Career Transition Assistance Plan (CTAP)- Eligible federal employees who were in positions and who were displaced from their positions may be eligible for selective priority over other candidates, under the ICTAP or the CTAP. Information about these programs may be found at the following links. In order to qualify, your application must receive a score of 85 in comparison with the knowledge, skills and abilities criteria. If you believe you are eligible for this special consideration, it is critical that you read the information provided in the links below.

 CTAP

ICTAP

Student Loan Default Applicants selected for positions are subject to a background check to verify that he or she has not defaulted on any loan funded or guaranteed by the U.S. Department of Education. Applicants found to be in default will be contacted to make arrangements for repayment prior to being made an official offer of employment.

Veterans and Veteran Spouses interested in receiving tips on preparing a Federal resume and/or how to prepare for an interview, may send an email to Iwork@ed.gov to schedule an appointment for a session. Veterans Counseling Session must

be placed in the subject line of the email.

ADDITIONAL SELECTIONS MAY BE MADE WITHIN 90 DAYS OF THE ISSUANCE OF THE SELECTION CERTIFICATE(S), SHOULD VACANCIES OCCUR.

HOW TO APPLY:

Please carefully read the information provided under the link listed below. The section entitled "How to Apply" provides detailed instructions on faxing your supporting documentation. All required supporting documentation **MUST** be received by midnight Eastern Time on the closing date of the announcement. You are encouraged to thoroughly review the list of supplement documents required. It is critical to note that many documents may not pertain to you. You are only required to submit those that apply to you. [Required Documents](#)

IF YOU HAVE INDIAN PREFERENCE, BELOW ARE EXAMPLES OF PROOF OF INDIAN PREFERENCE.

- Certification by an authorized representative of the tribe, band or other organized group of Indians
- Tribal voter registration card
- Tribal Membership or enrollment number/card
- Certificate of degree of Indian Blood (CDIB)
- Other evidence of tribal membership

REQUIRED DOCUMENTS:

*

AGENCY CONTACT INFO:

Ronni Beccles
Phone: 202-453-6412
Fax: 000-000-0000
Email: Ronni.Beccles@ed.gov

Agency Information:
EDUCATION-OFFICE OF
ELEMENTARY AND SECONDARY ED
400 Maryland Ave. S.W.
Attn: Human Resources Services
Washington, DC
20202
US
Fax: 000-000-0000

WHAT TO EXPECT NEXT:

We will inform you of the status of your application at four stages: (1) Upon receipt of your application; (2) Upon minimum qualification determinations; (3) Upon issuing the highly qualified candidates to the hiring official; and finally (4) once a selection is made. It is essential that you have a current e-mail address on file with USAJOBS. You be notified of our application status by the servicing Human Resources Specialist via email. You may also check the status of your application at [USA JOBS](#).

Control Number: 400593300

[Close Print](#)

[Back to top](#)