

# VACANCY-ANNOUNCEMENT

## Job Announcement Number: 038-17

Open date: 14 September 2017

Close date: 21 September 2017

1. The Incirlik Civilian Personnel Section is accepting applications from **Turkish Nationals** for the following position:

a. **Title, Series and Grade:** Educational Aid CT-1710-06

(Appropriated Funds-Fulltime, **temporary hire not-to-exceed 12 months**) **Total of 2 (two) positions**

b. **Organizations and Locations:** DoDEA School Complex, Ankara AS, Turkey.

*The qualified person will work under general supervision of the DoDEA School Principal or her/his designated authority.*

c. **Major Duties:** TESTING: Distributes testing materials, instructs students concerning test, collects testing materials, grades tests through application of identified scoring techniques, and provides testing results profile in standard form.

**INSTRUCTIONAL MATERIALS:** As directed by the teacher or other instructor, prepares instructional materials related to class lessons or bulletin boards by gathering graphics and simple concepts from websites, teacher folders or personal folders of previously used illustrations. Types, duplicates, arranges, or displays materials on the basis of identified educational objective.

**LEARNING:** As assigned and identified by the teacher or other instructor, provides additional, special, or remedial instruction to selected students. Supervises independent study in computer laboratories and learning resource centers. Provides tutoring assistance to students in all subject areas and assists students with makeup work.

**ADMINISTRATION:** Makes arrangements for field trips, identifies points of interest and obtains brochures and other informational data, guides students during field trips, and maintains discipline during field trips. Monitors students on the playground, in hallways and restrooms, cafeteria, and bus loading areas before and after school to ensure proper behavior and observation of safety rules. Assists teacher by distributing and collecting items such as tests, homework assignments, and classroom handouts. Assists in classroom by performing standard record keeping, routine filing, and keeping the classroom neat and tidy. Assists in maintaining security and conservation of equipment and materials.

**TECHNOLOGY:** May be asked to use assistive technology, augmentative communication devices, and specific software programs for instruction and recordkeeping. May use tables, graphs, spreadsheets to denote performance levels of students.

**MEDIA CENTER ASSIGNMENT:** May be assigned to a computer media center, coordinating schedules with teachers, registering students for programs, assisting students with accessing computer programs, monitoring and keeping students on-task, keeping computer progress records, and preparing and printing routine reports. Makes recommendations to the teacher on student progress and level of assignment based on computer recorded progress reports. May also run weekly data backups, clean computer equipment, and set up and shut down the computer lab.

At the discretion of the principal, may perform other tasks related to the well-being of the school. Performs other related duties as assigned.

d. **Required Qualifications:**

**Key Requirements:** Male applicants must have completed all Turkish Military obligation. Requires advanced English Language Proficiency to speak, read and write language fluently and accurately. ELPT score must be at least 85%. Knowledge of various office automation hardware and software systems. Must be able to satisfactorily complete a National Agency Check (NAC). Must have basic knowledge of computers and Microsoft Office Programs. Must be able to pass all security and background checks required for performance of official duties.

Must have High-school diploma or equal as a minimum. 2 or 4 years University Diplomas in Teaching, Educational Aids and related studies are preferred.

**Qualification Requirements: Must have at a minimum either: High school graduation or equivalent WITH 6 months of general experience and 6 months of specialized experience in educational aid duties. OR Successful completion of education ABOVE High School level (2-year College or 4-year University graduates).**

2. **How to Apply:** Qualified and interested applicants must submit a complete application package by 4:00 p.m. (EET) on the closing date reflected at the top of this vacancy announcement. A complete application package contains fully filled application form, resume, copy of Turkish ID (back and front), referral request letter (if employed by one of the enterprises that has a Collective Labor Agreement), any required documentation to support certification, licensure or education requirements as well as completed Occupational Assessment Questionnaire. All these documents must be e-mailed or faxed to the Civilian Personnel Section.

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#### **Additional Notes**

1. It is US Forces policy to avoid nepotism. Therefore relatives will not be employed at conferring (supervise one another) duties and/or office(s). Please list all of your relatives (blood or by marriage) employed by United States Forces or its base maintenance contractor on your application package.
2. Internal candidate employees who work for 39 ABW, VECTRUS and AAFES must apply to Civilian Personnel Section by filling in the attached referral request indicating their desire to be considered. Also, internal candidate employees may turn in the application packages personally to Civilian Personnel Section. External candidate applicants must send the applications directly to e-mail [39fss.fsmc.instaffing@us.af.mil](mailto:39fss.fsmc.instaffing@us.af.mil) or fax to 0-322-316-3879
3. Candidates must apply by newly updated “**Application Form**” filled in English. **Previous application forms will not be considered. New application forms not properly filled will not be considered.** Application forms can be obtained from Civilian Personnel website below. Applicants must indicate title of position being applied for.

**NOTE: It is the applicant’s responsibility to ensure the complete application package is submitted to the CPS by 4:00 p.m. (EET) on the closing date of the announcement to receive consideration.**

4. You will be rated on the knowledge, skills, abilities and other characteristics listed in the Required Qualifications section as part of the assessment questionnaire for this position. IN DESCRIBING YOUR EXPERIENCE, PLEASE BE CLEAR AND SPECIFIC. WE WILL NOT MAKE ASSUMPTIONS REGARDING YOUR EXPERIENCE. Experience refers to paid and unpaid experience, including volunteer work. If your resume does not support your questionnaire answers, we will not allow credit for your response(s).
5. Any education or eligibility claimed in the questionnaire must be supported by attaching unofficial transcripts, degrees, certificates, and/or supporting documentation to your application.
6. After the vacancy announcement closes, applications are evaluated against the questionnaire responses and placed in the appropriate group (qualified or not-qualified). The qualified group is the first to be referred to the hiring facility for further consideration and possible interview. The remaining not-qualified group may not be referred or considered based on the number of applicants available.
7. Selection will be accomplished by panel interview and review of information in the application form and work-resume. Civilian Personnel Section will inform the selected candidate(s) only after the interview is complete.
8. US citizens, to include dual citizens, are not eligible for this position.
9. Continuation of employment of the selected individual will be contingent upon acquisition of limited access authorization and/or similar security clearance(s), if required for the position.

#### ***CPS Management***

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