



MARINE CORPS BASE HAWAII

MCCS Personnel Office

www.mccshawaii.com

Box 63073 MCBH, Kaneohe Bay, HI 96863-3073

Fax 808-254-4888

POSITION:	SCHOOL LIAISON OFFICER		
SALARY:	\$41,875-51,875 per Annum (Salary commensurate w/exp)	SERIES NUMBER:	NF-1701-04
ANNOUNCEMENT #:	0186-10	OPEN DATE:	07/27/2010
LOCATION:	MCFTB – School Liaison Office	FIRST CUT OFF DATE:	08/03/2010
AREA OF CONSIDERATION:	All Sources	HOURS: Flexible Schedule Required	
<input checked="" type="checkbox"/> Background Check Required and/or Investigative Consumer Report			
<input checked="" type="checkbox"/> COLA Included in Salary (subject to change)		<input checked="" type="checkbox"/> RFT	<input checked="" type="checkbox"/> Resume, Cover Letter & KSA's Required

DUTIES: Serves as the School Liaison Officer and installation representative to assist parents of school-aged children K-12 on educational matters relating to public, private and home schooling, and to understand the local public school community, alternative educational opportunities, and information necessary to succeed in an academic environment. Facilitates the interaction between the schools and the military community to preclude or resolve problems related to education and logistical support. Works in conjunction with the military chain of command; Child and Youth Program Managers; the Exceptional Family Member Program (EFMP) Coordinator; other service School Liaison Officers.

Plan, implement, and monitor programs that match the needs of the schools, such as: Adopt-A-School; Military Child Education Coalition (MCEC); Curriculum Transfer; Parental Involvement; Drug/Alcohol Abuse Resistance Education and Seasonal Activities; Academic and Recreational Camps, Field Trips; Math and Science Spectrum; Peer Coaching, Mentoring, and Team Building; Computers to Schools; and Communities in Schools. Assess needs and coordinate with local school districts, and serves as a focal point for gathering and disseminating information concerning the local schools. Conducts research and uses research data to simulate and solve problems and develop programs.

Provides interpretation of law, state or DoDEA education codes, and DoD, Marine Corps regulations and to apply them in support of installation policies regarding education matters. Provides installation technical assistance that addresses the needs of transitioning children/youth, e.g. School in/out- processing protocol, local action plans to ease school transitions. Articulates School Liaison Officer policies, procedures and priorities; interprets implications for youth, parents, commanders, command staff, and school personnel; and outlines expected outcomes to measure success.

Promotes improved community relations, and provides oversight on educational support services for Marine families. Coordinates logistical and volunteer services provided to partnership schools. Conducts and supports transition programming in partnership with local schools and develops opportunities for community volunteers to work as school partners.

Serves as intermediary between parents and school administrators. Assists parents in locating points of contact in the schools and makes appropriate referrals. Maintains resource materials to assist parents in understanding policies and procedures of the local school systems. May provide assistance in school enrollment and out processing. Interprets guidance and policies as they pertain to family/family member education. Serve as subject matter expert to the chain of command on all matters relating to family member education.

Represent the Command on school boards, councils and advisory groups. Provides information and/or establishes programs to improve various aspects of transition from one school system to another due to housing availability (on or off Base) or permanent change of station.

Analyze demographic statistics. Prepare reports, information papers, fact sheets and studies as required. Prepares and presents briefings to the chain of command and appropriate installation personnel on school liaison issues.

Plan, organizes work, and manages internal procedures and resources to ensure maximum productivity and economies. Prepares internal office financial plans and related records and reports, and exercises authority on approved budget. Monitors programs on a regular basis, and initiates corrective action to ensure support of operating programs of MCCS. Develops long range plans in conjunction with internal operating directives, and exercises internal personnel management authorities as delegated by the higher-level supervisor with regard to subordinate supervisors and employees in the office.

May be required to travel to complete work assignments, and conduct or attend conferences and meetings. Occasional lifting up to 20 lbs may be required. Perform other duties as assigned.

QUALIFICATION REQUIREMENTS: Shall have at a minimum a baccalaureate degree from an accredited college, in elementary, secondary or special education or administration. Knowledge and experience of educational theories, principles, practices and procedures of K-12 (primary and secondary) educational programs which may be obtained through graduate study or extended work experience in the field of education. Four years of experience that demonstrates (1) knowledge of education concepts, methods, practices, and higher level policies relating to education services and community support for schools supporting Marine Corps families. Knowledge of public and defense school systems, programs, missions and functions. (2) Knowledge of the functions, processes, principals and practices of educational programs and how their function relates to application of criteria and concepts for child and youth services programs, and public school systems which vary from state-to-state and from school district to school district. Possess skill to coordinate with a variety of regulatory, enforcement and other agencies. (3) Possess skill in providing recommendations to assist parents, school districts, and military leadership with developing policies and resolving issues.

FILING INSTRUCTIONS: Submit a completed MCCS employment application, Resume, Cover Letter and a separate sheet addressing the 3 KSAs to the NAF Human Resources Office. An application may be obtained at the NAF Human Resources Office or by visiting our website at

www.mccshawaii.com. Deliver required documents to Bldg. 219 MCBH, fax to (808)-254-4888 or mail to NAF Human Resources Office, Box 63073

MCBH, Kaneohe Bay, HI 96863-3073. Submit online application through www.mccshawaii.com website by selecting MCCS NAF Job Listings and then choose Apply Now option. Failure to address these requirements will preclude consideration. Civil Service applicants should note portability of Civil Service benefits applies. **APPLICATIONS RECEIVED 08/03/2010 WILL BE GIVEN FIRST CONSIDERATION.**

CONDITIONS OF EMPLOYMENT: The U.S. Department of Homeland Security requires a mandatory national agency background check for all NAF employees, which is a condition of employment with MCCS Hawaii. In addition, direct deposit is also a mandatory requirement for employment.

EQUAL EMPLOYMENT OPPORTUNITY: MCCS does not discriminate against race, color, national origin, age, sex, religion, physical or mental disability or reprisal. MCCS provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of our application and hiring process, please notify NAF Personnel Office representative. For more information, please refer to <http://www.eeoc.gov> and <http://www.osc.gov> or contact the Personnel Office.

DFWP: This activity is a Drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.