VACANCY ANNOUNCEMENT

National Archives and Records Administration
MERIT PROMOTION

VACANCY NUMBER	ISSUE DATE	CLOSING DATE
N 05-176	April 12, 2005	May 3, 2005

POSITION: Education Specialist, GS-1701-9/11

PROMOTION POTENTIAL: GS-11

SALARY RANGE: GS-9: $42,576 to $55,345 per annum
GS-11: $51,514 to $66,968 per annum

Your application package must include all requested documents and must be delivered or postmarked by the closing date of this announcement. We will not accept your application if you send it in by fax or e-mail

AREA OF CONSIDERATION: NATIONWIDE

You may apply if you are a current Federal employee with career or career conditional status, a former Federal employee eligible for reinstatement, or are eligible under a special appointment authority such as the Veterans Employment Opportunity Act, Veterans Recruitment Appointment, Disabilities Program, etc. If you are applying under a veterans provision, you must submit a DD-214.

We may make additional selections from this announcement if additional vacancies occur within 90 days after a list of candidates is issued.

LOCATION: NARA, Office of Presidential Libraries, Jimmy Carter Library, 441 Freedom Parkway, Atlanta, GA 30307
(Relocation expenses will **NOT** be paid.)

NARA's MISSION: The National Archives and Records Administration (NARA), ensures ready access to the essential evidence that documents the rights of American citizens, the actions of Federal officials, and the national experience. An independent Federal agency that manages and holds the records of all three branches of Government, NARA is a public trust on which our democracy depends. We allow people to see for themselves the workings of our unique government and make transparent the story of the American people, including our successes and triumphs and blemishes and failures.

ABOUT US: NARA is a recognized leader in fields from document preservation to electronic records, making it a vital and interesting place to work. At more than 30 sites across the country – regional archives, records centers, Presidential libraries, and three major buildings in the Washington, DC, area – NARA safeguards and makes available millions of records in a variety of

media ranging from the Declaration of Independence and Constitution to rapidly increasing numbers and types of electronic files. Each year we welcome nearly two million visitors to our exhibits and serve the needs of thousands of researchers. We help Federal agencies documenting their activities; publish the Federal Register and other official documents; oversee Federal classification and declassification policies; and make grants supporting initiatives to document American history.

The Jimmy Carter Library, the only Presidential Library and Museum in the Southeast, is a unique resource for learning about the modern American presidency. The Library collects, preserves, and makes available the material of Jimmy and Rosalynn Carter, President Carter's family, major figures in the Carter administration, and political and close personal friends. The Library provides public access to this information in its Research Room and through telephone, fax, and online services. Exhibits and videos of the Museum of the Jimmy Carter Library highlight the American presidency, the lives of Jimmy and Rosalynn Carter, and life in the White House. The thirty acre wooded site with lakes, gardens, and a stunning view of downtown Atlanta is easily accessible on Freedom Parkway.

DUTIES: You will serve as the Education Specialist responsible for the development, organization, coordination and implementation of the Carter Library and Museum education program through professional development programs for social studies teachers, the organization of student tours, some programming for adults and the creation of web-based educational tools. You will work directly with the social studies education community and the museum/archival community to create and present curriculum-based classroom programs and materials for teachers and students that relates to American history and government, Georgia history, archives, exhibits, and primary sources. You will encourage and coordinate research and development of docent-created educational programs. You will coordinate and participate in educational projects with other educational and cultural institutions, developing partnerships for outreach and promotion. You will serve as a resource to professional staff, state superintendents of schools, and curriculum supervisors. You will evaluate program effectiveness and initiates improvements and/or changes. You will submit an annual work plan and prepare management reports.

QUALIFICATIONS REQUIRED: Basic Requirements –

Candidates must have successfully completed a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree that included or was supplemented by major study in education or in a subject-matter field appropriate to the position (i.e., history, museum education).

OR

Combination of education and experience – courses equivalent to a major in education, or in a subject-matter field 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.

In addition to the basic requirement, candidates must posses one year of specialized experience equivalent to the GS-7 level for the GS-9 or one year equivalent to GS-9 for GS-11 in the federal service. Specialized Experience is experience which shows that you have the knowledge, skills, and abilities to perform the duties of Education Specialist. This type of experience is

generally obtained from having worked in a position similar to the position being filled. Examples of specialized experience include teaching and developing curriculum and educational materials; developing class visit and outreach programs for students at various levels in a history museum education department.

Time-in-grade restrictions apply for current Federal employees. You must have one year of Federal service at the GS-7 level to be eligible for a GS-9; or one year of Federal service at the GS-9 level to be eligible for a GS-11.

You may qualify for this position based on education alone. You may qualify for the GS-9 level if you have a master's degree or 2 full years of progressively higher level graduate education leading to such a degree that has demonstrated the knowledge, skills, and abilities necessary to do the work of the position.

You may qualify for the GS-11 level if you have a Ph.D. or equivalent doctoral degree, or 3 full years of progressively higher level graduate education leading to such a degree that has demonstrated the knowledge, skills and abilities necessary to do the work of the position.

*Note: If you wish to qualify for the position based on education, you must submit copies of your college transcripts. Graduates of foreign schools must have their academic credentials evaluated through a recognized credential evaluating institution. These documents must be postmarked by the closing date of the announcement.

EVALUATION OF CANDIDATES: If you meet the basic qualification requirements, we will evaluate your application against the knowledges, skills, abilities, and other characteristics (KSAOs) required for this position. This evaluation determines which candidates will be referred to the selecting official for final consideration.

On plain paper, list each of the following KSAOs separately and explain how your experience, education, training, self-development activities, appraisals, awards, etc. relate to each KSAO. Please limit your narratives to one page per KSAO. KSAO summary statements that address all KSAOs together are not acceptable. To be considered for the position, you must submit narrative KSAO statements with your application package.

1. Demonstrated ability to develop educational materials in the field of social studies and American history.

2. Demonstrated ability to communicate in writing.

3. Demonstrated ability to communicate orally.

4. Demonstrated knowledge of the needs and requirements of teachers and curriculum at various levels.

HOW TO APPLY: You may apply using any one of these formats -
- Optional Form 612, Optional Application for Federal Employment,
- Resume, or
- Any other written format. (Standard Form 171 is obsolete but is acceptable).

Your application must include:

Job Information
- Announcement number and position title and grade(s)

Personal Information
- Full name and social security number
- Mailing address and day and evening telephone numbers
- Country of citizenship (U.S. citizenship is required)
- Veterans' preference
- Highest Federal civilian grade held (also include job series and dates at that grade)

Work Experience For each period of paid and unpaid work experiences related to the job you are applying for, provide:
- Job title (include series and grade for Federal jobs)
- Duties and accomplishments
- Employer's name and address
- Supervisor's name and telephone number
- Starting and ending dates (month/year)
- Hours per week
- Salary
- Indicate if we may contact your supervisor

Education
- High School (name and address, date of diploma or GED)
- Colleges or universities (name and address, majors, type and year of degree
- if no degree, show total credits earned and whether semester or quarter hours)

Other qualifications
- Job-related training courses (title and year)
- Job-related skills (language skills, computer skills, tools, machinery, typing speed)
- Job-related honors, awards, special accomplishments (publications, memberships in professional or honor societies, leadership activities)

Additional application documents -

- *Narrative KSAO statements* You must submit a narrative description of your experience as it applies to each of the knowledges, skills, abilities, and other characteristics (KSAOs) under Evaluation of Candidates above. Please limit narratives to one page per KSAO. You must submit this information with your application package to be considered.

- *Education* You must submit copies of college transcripts to verify educational requirement.

- *Civil Service Status* If you are a current or former Federal employee, you should attach Standard Form 50 to confirm career or career-conditional status or reinstatement eligibility.

- *Performance appraisal* If you are a current Federal employee, you must provide a copy of your most recent performance appraisal.

- *Veterans Preference* To claim veterans preference, you must submit a DD Form 214, Certificate of Release or Discharge from Active Duty. To claim 10-point veterans preference, you must submit an SF 15, Application for 10-point Veterans Preference, along with the required documentation. Information regarding veterans preference is available at http://www.opm.gov/veterans/html/vetguide.asp

- *Background information* You are encouraged to submit NARA Form 3035, Applicant Background Survey. The form is available at www.archives.gov/careers/employment/applicant_background_survey.html

Note: Your eligibility will be based solely on the application you submit; if your application is incomplete, you may not be considered for this position.

You must send your application package to -

NARA, Human Resources Services Division
Human Resources Operations Branch (NHHO)
ATTN: Nancy Lauermann
9700 Page Avenue, Room 399
St. Louis, MO 63132

PRIORITY CONSIDERATION: Displaced employees who are well qualified may be eligible for priority consideration under the Interagency Career Transition Assistance Program. Reduction in Force notice must be submitted with the application package. Well qualified applicants are those who fully meet all qualification requirements, the requirements listed under the section titled “Evaluation of Candidates” above, and are able to satisfactorily perform the duties of the position upon entry.

This position is full-time permanent.

This position is in the AFGE bargaining unit.

A background investigation will be required for this position; a preliminary criminal history check and credit check may be initiated prior to final offer of employment.

For more information and/or forms, contact Nancy Lauermann at 1-800-827-4898.

Hearing impaired applicants should make calls on TDD equipment to 314-801-0886 or 1-800-827-4898.

Please help us determine the best applicant by giving us complete and accurate information. Applicants who make false statements on Federal job applications may be turned down for the job or released after beginning work.

NARA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact us.

Consideration will be given to all qualified applicants without regard to race, color, creed, national origin, sex, disability, marital status, age, sexual orientation, religious affiliation, status as a parent, or membership or non-membership in employee organization.