

VACANCY ANNOUNCEMENT

Department of Education, National Assessment Governing Board

Position: Executive Director

Salary Range: \$158,700-\$168,700

Open Period:

January 29, 2015 to February 19, 2015

Series and Grade:

Administratively Determined (AD)

Federal Executive Level IV

Position Information:

Full time temporary

(3 year appointment subject to renewal)

Promotion Potential: N/A

Location: Washington, DC

Who May Be Considered:

This announcement is open to all U.S. citizens and “All Sources” for non- status candidates.

Job Summary:

The National Assessment Governing Board, an independent, 26-member, bipartisan Board established by the U.S. Congress to set policy for the National Assessment of Educational Progress (NAEP), is looking for a dynamic leader to serve as the Governing Board’s Executive Director. If you are a highly-motivated and creative individual, and would like to work for an agency that sets policy on education assessment at the federal level, this job is for you.

The Executive Director reports to the Board Chair and is responsible for the execution of policies and projects approved by the Board. The Executive Director serves as Chief-of-Staff for the Board, supervises the Board staff, and works with the Board to establish policies and goals that guide the operations of NAEP, a large-scale assessment program.

In addition to regular benefits offered to federal employees, the Department of Education offers flexible work schedules, transit benefits, and ongoing training and career development. Our offices have a great location, accessible via Metro. For a full list of federal and ED benefits, please see the Benefits section of this announcement.

MAJOR DUTIES AND RESPONSIBILITIES:

The Executive Director shall:

- Serve as executive advisor to the Board and implement its policies, recommendations, and directives;

- Serve as the Board’s liaison and principal spokesperson with members of Congress, U.S. Department of Education officials, and public and private education organizations concerning National Assessment matters;
- Provide direction and supervision for research carried out by Board staff, and outside experts and organizations, as the Board directs;
- Develop long-range plans and oversee the Board budget;
- Organize and manage the operations of the Governing Board staff;
- Recruit, select, and supervise staff, assign staff responsibilities, and conduct staff performance evaluations;
- Supervise the preparation of Board meeting agendas and supporting materials, and provide quarterly updates to the full Board.

QUALIFICATIONS:

The Executive Director will have demonstrated a significant level of senior leadership and familiarity with governmental organizations. While not required, favorable consideration will be given to candidates with an understanding of federal, state and local educational agencies and experience with assessment methodologies and assessment programs. A minimum of a bachelor’s degree in a related field is required. A master’s degree or higher is preferred.

Specific Knowledge, Skills, and Abilities (KSAs):

Specifically, the Executive Director will have demonstrated the following KSAs:

- (1) An understanding of large-scale student assessments such as NAEP and a commitment to standards-based measurement of academic performance and full disclosure of results;
- (2) Significant and demonstrated leadership and familiarity with governmental organizations;
- (3) Ability to manage a staff of professionals with a wide range of responsibility and a high degree of independence;
- (4) Ability to work with elected and appointed officials, professional organizations, interest groups, parents, and the general public;
- (5) Ability to relate to and communicate with educators, policy makers, general media and professional journal representatives;
- (6) Ability to organize Board outreach activities and represent the Board before governmental agencies, legislative bodies, professional groups, and the general public.

HOW TO APPLY:

To apply for this position, please mail, fax, or email your application to the contact person listed in this announcement. The application should include a cover letter, resume or vitae together with responses to KSAs described in this announcement. All application materials will be accepted until midnight Eastern Daylight Time on the closing date.

EVALUATION CRITERIA:

Applicants will be rated on education and experience relevant to the duties of the position.

The selected candidate will be asked to fill out a Declaration for Federal Employment (Optional Form 306) and certify the accuracy of the completed application materials. Following the hiring action and ED notification, the candidate will complete a questionnaire (Standard Form 86) to initiate background investigation for public trust positions available at <http://www.opm.gov/investigations/e-qip-application/>. An annual completion of a Public Form 278, Financial Disclosure Form will be required for submission of the Office of General Counsel.

The applicant selected for this position is subject to a background check and verification that he or she has not defaulted on any loan funded or guaranteed by the U.S. Department of Education. An applicant found to be in default will be contacted to make arrangements for repayment prior to being made an official offer of employment.

Any male applicant who was born after December 31, 1959, and who is subsequently selected for this position must certify that he is registered for the military selective service by the date he is to enter on duty. False certification may result in termination after appointment.

Relocation Expenses will will not be paid.

Required Documents:

Cover letter with contact information and resume or curriculum vitae

Contact Information:

Munira Mwalimu
Phone: 202-357-6906
Fax: 202-357-6945
Email: Munira.Mwalimu@ed.gov

Or write to:

Munira Mwalimu: Attention: Executive Director Vacancy
National Assessment Governing Board
800 North Capitol Street N.W., Room 825
Washington, DC 20002-4233

BENEFITS:

This position offers federal government benefits described at the Office of Personnel Management website at www.opm.gov. Prospective employees can access detailed federal benefits at <http://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/>

In addition to the regular benefits offered to federal employees, the Department of Education offers the following benefits to its employees:

Flexible Schedules - ED offers flexible work schedules, where employees can schedule work for fewer days by increasing hours worked each day, or stagger arrival and departure times to meet their personal and/or family needs.

Telecommuting - Many offices within ED allow employees to participate in the telecommuting program for working at alternative work sites such as telecommuting centers, or your home.

Volunteer Activities - ED will match leave taken to participate in youth, education and community based non-profit volunteer activities (up to 4 hours per pay period).

Teacher Conferences - ED provides additional time off to participate in teacher conferences for parents and guardians.

Transit Benefit and Metro Subsidy - ED provides a transit benefit of up to \$115 a month to all employees who utilize mass transit options as their primary source of transportation.

Ongoing Training and Development/Career Development - ED has a world class training facility that offers many career development courses as well as access to a number of undergraduate and graduate courses and certificate programs.

THE U.S. DEPARTMENT OF EDUCATION PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY. THE DECISION ON GRANTING REASONABLE ACCOMMODATIONS WILL BE ON A CASE-BY-CASE BASIS.

ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, AGE, POLITICAL AFFILIATION, UNION AFFILIATION OR NONAFFILIATION, MARITAL STATUS, NON-DISQUALIFYING PHYSICAL HANDICAP, OR ANY OTHER NON-MERIT REASON.

THE U.S. DEPARTMENT OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER.

WHAT TO EXPECT NEXT:

After the closing date of the job announcement, the Governing Board will evaluate your application materials and qualifications and determine your ranking. The most highly qualified candidates will be referred for further consideration and an in-person interview. Please do not contact the Governing Board to ascertain the status of your applications as all applicants will be notified by email after selection of the final candidate.