

**U.S. Department of Education  
National Assessment Governing Board**

**Deputy Executive Director**

**Salary Range:** \$160,300-\$170,400

**Open Period:**  
September 12 to  
October 31, 2016

**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 Deputy Executive Director. The Board is seeking a highly motivated and creative individual who would like to work for an independent agency that sets policy on education assessment at the federal level.

The Deputy Executive Director works closely with the Executive Director, sharing responsibilities for executing policies and projects approved by the Board. The Deputy Executive Director and Executive Director supervise a dedicated staff that supports the Board's work in: a) selecting subject areas to be assessed, b) developing assessment objectives, c) and overseeing the reporting and dissemination of results including the initial public release of The Nation's Report Card, among other Congressionally mandated responsibilities.

In addition to the regular benefits offered to federal employees, this position offers flexible schedules, transit benefit/metro subsidy, on-going training/career development, and a great location.

For a full list of benefits offered at ED and other Federal agencies please see the Benefits section of this announcement.

**MAJOR DUTIES AND RESPONSIBILITIES:**

The Deputy Executive Director will:

- Assist the Executive Director in setting policy to determine program direction under the Board's Congressionally mandated responsibilities;
- Understand large-scale student assessments such as NAEP and have a commitment to standards-based measurement of academic performance and full disclosure of results;
- Possess demonstrated leadership skills and familiarity with governmental organizations;
- Have a comprehensive knowledge of K-12 education systems;
- Have the ability to work exceptionally well with elected and appointed officials as well as with leaders and members of professional organizations, interest groups, and the general public;
- Be able to relate to and communicate effectively with educators, policy makers, and the media;
- Provide direction for research and work carried out by Board staff, by outside experts and organizations, and by contractors;
- Possess the personal skills necessary to lead, manage, and work with a small staff of professionals who have a wide range of responsibility and a high degree of independence;
- Serve as lead staff on Board committees as assigned;
- Supervise the preparation of Board meeting agendas and supporting materials;
- Be highly organized and possess excellent oral, written, and listening skills.

## **QUALIFICATIONS:**

The Deputy Executive Director will have demonstrated a significant level of leadership and managerial skills and a familiarity with governmental organizations. While not required, favorable consideration will be given to an understanding of federal, state, and local educational agencies and experience with assessment processes and 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:**

Specifically, the Deputy Executive Director will have demonstrated:

- (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 administrative abilities and familiarity with governmental organizations.
- (3) Ability to lead 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 effectively with educators, policy makers, general media, and professional journal representatives.

## **HOW TO APPLY:**

To apply for this position, please email, fax, or mail your application to the contact person listed in this announcement. The application should include a cover letter, resume or vitae, and responses to the knowledge, skills and abilities (KSA) 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 the extent and quality of 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 be required to certify that the application materials are accurate when they enter on duty. The candidate will also complete and submit for SF-85P Questionnaire for Public Trust Positions and form SF-86, Questionnaire for Sensitive Positions.

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.

Relocation Expenses \_\_\_\_\_ will \_\_\_x\_\_\_ will not be paid.

**Required Documents:**

1. Cover letter with contact information
2. Resume or vitae
3. Responses to the knowledge, skills and abilities (KSA) described in this announcement.

**Contact Information:**

Munira Mwalimu  
Phone: (202) 357-6906  
Fax: 202-357-6945  
Email: munira.mwalimu@ed.gov

**Or write to:**

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

## **Benefits:**

The U.S. Department of Education offers a comprehensive benefits package including paid vacation and sick leave, federal holidays, health and life insurance, and participation in the Federal Employees Retirement System (FERS), including the Thrift Savings Plan (TSP). Additional information on the full range of benefits can be found at the links below.

The National Assessment Governing Board is a great place to work. You will benefit from our family-friendly work environment. As part of our commitment to maintain a productive balance between work and home, we offer excused leave for Parent/Teacher Conferences (4 hours); excused leave for annual health screenings (4 hours); and matching leave for community volunteer service. Other incentives such as Telecommuting and Alternative Work Schedules are also available to you. ED offers positions that are fair and competitive in compensation; developmental opportunities to exhibit teamwork and goal-oriented projects to enrich your federal career.

Information on federal benefits is available at [www.opm.gov](http://www.opm.gov); resources for potential employees can be found at <https://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/>

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.

**Other Information:**

This position is being filled by an alternative hiring process and is not in the competitive civil service.

Salary Information for Executive Level compensation can be found at the following link.

<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2016/executive-senior-level>

**What to Expect Next:**

After the closing date of the job announcement, the Governing Board staff will conduct an evaluation of your 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 mail after selection of the final candidate.

Information on the Department of Education's onboarding information for the selected candidate can be found at

<http://www2.ed.gov/about/offices/list/om/onboard/index.html>.