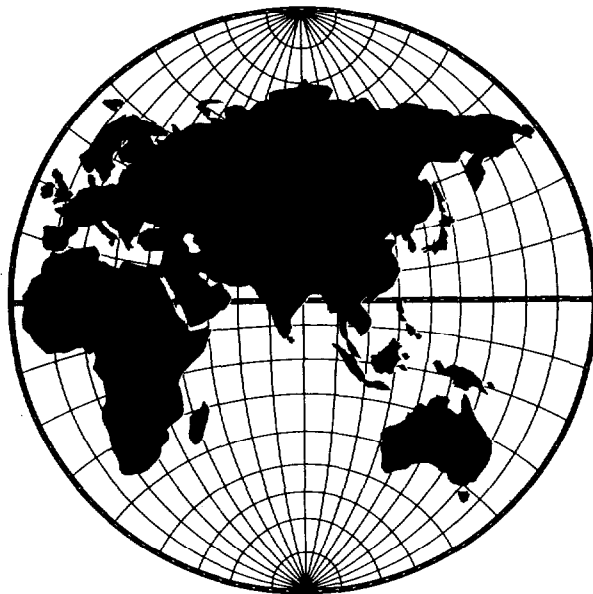


***Roles and  
Responsibilities of  
School Officers***



***Department of Defense  
Dependents Schools***



## ***Introduction***

This pamphlet is intended to acquaint newly appointed school officers, educators, and parents with the usual and customary duties and responsibilities of base schools officers. As vital members of the community, school officers provide assistance to base commanders, educators of the Department of Defense Dependents Schools (DoDDS), parents, and the community on school support issues; for example, bus transportation, school security, facility maintenance, and repairs. There exists a unique interrelationship of the dependents school system to the local support installation, the major military commands, and the military departments. Seldom are all of the complexities of this relationship fully understood by our military families or professional educators. Yet, to provide a productive learning environment for dependents, our families and staff need to understand the components of school support services. The school officer plays a major role in the communication process and is a primary resource for both the school and the community.



## ***Information About the DoDDS***

Elementary and secondary schools have operated on U.S. military bases overseas since 1946 for the children of military and civilian personnel assigned overseas. The DoDDS provides educational opportunities comparable to those offered in the better school systems in the United States. This segment of U.S. public education consists of elementary, middle, junior high, and high schools and a community college. The schools are located in 19 countries around the world, with an enrollment of approximately 100,000 students. Courses of study parallel those of the public schools in the United States, and standard textbooks are used. Students vary in background and heritage as widely as the regions within the United States from which they come. Students usually adapt rapidly to their new environments.

The administrative structure is organized within the Department of Defense (DoD) and is headed by a director whose office is in Arlington, Virginia. There are five regional offices, which are headed by a regional director. Each is responsible for the schools within a certain geographic area, and serve under the DoDDS director. Regions are further subdivided into districts which are staffed with 7 to 19 superintendents.



## ***Policy***

The Director, DoDDS, encourages community involvement on local school issues. When accomplished constructively and conscientiously, this involvement contributes knowledge, skill, energy, and prestige to the many aspects of school life. The success of the educational initiatives rests with all the people working in the community to assure a quality education for all students. Community commanders, school officers, educators, and individual community members must be actively involved in the process that supports this effort. The school officer on each military installation is there to assist in these efforts to assure a quality educational program for students in the overseas communities.



## ***Purpose of Position***

The school officer position provides a focal point on a military installation for school support matters. The school officer is there to assist the base commander in accomplishing the school support responsibilities. As such, the school officer becomes a liaison among school, base, and community officials.



## ***Duties and Responsibilities***

DoD Directive 1342.6.M, "Administrative and Logistic Responsibilities for DoD Dependents Schools," requires that school officers function as liaisons between the school and the military installation/community. The school officer is appointed by, and assigned to, the installation or community commander and is either a military commissioned officer or a civilian equivalent. The school officer is not responsible for any aspect of the school's operation, but performs a wide range of duties and responsibilities to support the operation of the school. Some of the duties are described below:

- Coordinates the accomplishment of the commander's school support responsibilities, such as transportation, facilities maintenance and repair, base security, safety, and contracting.
- Acts as the primary point of contact for both the commander and the school principal, and functions as the representative of the commander in matters pertaining to the support of the dependents' schools.
- Serves as the focal point for the installation for school support matters.
- Assists the school in obtaining coordination, cooperation, and timely support from various base support organizations, principally facilities engineering, housing office, contracting, transportation, and school security. Assists with other matters related to interservice support.

- Coordinates preconstruction meetings on all projects to ensure that input from the school personnel is received prior to the design phase.
- Manages, as required, the DoDDS funds issued by the Military Interdepartmental Purchase Request (MIPR). These funds are issued from either the DoDDS regional offices or the local superintendent's office to the local base for logistical support. These funds are used to support the schools with services such as utilities, custodial services, bus transportation, recurring maintenance and repair, equipment maintenance and many others. (Note: Depending on the Military Services, these funds may be managed by the Base Resource Management Officer or Comptroller.)
- Provides logistic and administrative support to the installation/school advisory committees (IAC/SAC).
- Attends the IAC and SAC meetings as a non-voting liaison member. Assists in monitoring follow-up action on all open items for the IAC
- Coordinates safety, fire, sanitary and security inspections of the school by ground safety, fire, security, and base bioenvironmental personnel.
- Publishes or administers base regulations regarding dependent childrens' attendance at school.
- Assists the school staff in resolving ongoing student discipline problems and coordinates interactions with the Dependents' Misconduct Officer (or base equivalent).
- Assists the principal, in coordination with the commander, to obtain the services of medical, safety, and disaster preparedness personnel in order to set guidelines for school closure under emergency conditions.

- Manages the free or reduced price student meal program. Certifies the eligibility of those families who apply for and meet the income guidelines for participation in the free or reduced price student meal program.
- Assists the school nurse and athletic director in coordinating with base medical personnel to establish local procedures to provide medical support (such as supplies and sports physicals). Additionally, where appropriate and authorized, coordinates the emergency medical treatment of students when participating in school activities, Assists in coordinating medical coverage during interscholastic contact sports.
- Serves as the liaison among organizations that provide assistance and services to students and school personnel or in school activities, e.g., Parent Teacher Associations (PTAs), Booster Clubs, and facilities engineering organizations, base mortuary services, base medical facilities, and base postal services.
- Assists the principal in obtaining a representative from appropriate base organizations to present briefings during the annual teacher orientations, e.g., installation in-processing and welcoming activities.
- Assists the school staff members in their preparation for school registration, teacher orientation week, parent orientation, and other significant school events, which require coordination between two or more base agencies.
- Coordinates bus transportation of students with the school principal, logistical contracting

officials and transportation personnel. Assists the vehicle operation branch and the motor pool to plan for regular and special bus routes.

- Assists the principal in arranging for the supervision of students who ride buses to and from school activities and ensures full adherence to safety and discipline procedures for the safe operation of the buses.
- Participates in school activities, whenever possible, as the commander's representative and meets with school administrators. Visits the schools weekly to keep informed about school issues.
- Whenever possible, attends meetings of groups, boards, and committees, which require dependents' participation and representation, Attendance is as an observer and is intended to keep abreast of relevant issues and events. Such meetings include, but are not limited to:
  - Parent Teacher Association Meetings
  - Booster Club Meetings
  - Open Houses
  - School Programs, e.g., plays, musical performances, ceremonies, and graduation
  - Fraud, Waste, and Abuse Committees
  - Noncombatant Emergency Order (NEO) Meetings
  - Civil Engineering Work Request Review Panels
  - Facilities Boards
  - Drug and Alcohol Committees
  - Family Assistance Support Team Meetings



- Dependent Misconduct Review Boards
- School activities
- Base-sponsored intercultural events
- School Advisory Committee meetings and training
- Installation Advisory Committee meetings and training
- Obtains and provides school administrators with accurate forecasts of base populations at least six months in advance of increases/decreases, whenever possible.
- Works with school administrators and base agencies on youth concerns.
- Prepares and coordinates base publicity for school activities such as student registration, announcements of school closures due to inclement weather, and extracurricular events.
- Acts as a liaison between the school and the security police with regard to programs that may concern the school and base security.



## ***Benchmarks for High Performance***

Successful school officers are highly qualified and motivated individuals with well-developed interpersonal, communication, and public relations skills. They are conscientious, trustworthy, and foster constructive understanding and resolution of problems. They are motivated by a strong desire and commitment to meet the needs of the children of the community.

As visible members of a team, successful school officers are devoted to developing and providing quality education and educational activities for children. In the vein of excellence, successful school officers have a good measure of patience.

Described below are the benchmarks for more effective job accomplishment.

- Responds sensitively to the interests and concerns of parents, educators, students, and community members.
- Maintains a constructive and positive attitude with parents, educators, students, and community members in dealing with and in resolving school-related problems.
- Facilitates the resolution of conflicts and problems innovatively and quickly.
- Communicates understanding, patience, acceptance, and respect with individuals or groups who have divergent points of view.
- Exercises goodwill and arbitrates judiciously to resolve concerns of the community, parents, educators, students, and school administration.
- Participates actively in school programs and activities and demonstrates through this participation a commitment to school and community involvement.
- Knows and remains well informed about the procedures and processes involved in acquiring logistical and administrative support for the schools.
- Garners installation and community support for the schools and school programs.



## ***Recognizing Excellence***

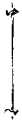
The director and staff of the DoDDS appreciate the valuable services and contributions of school officers. Their presence in the schools and positive interaction with school officials foster good will and support for DoDDS initiatives and progress. Local school officials recognize publicly those who have been exceptional in supporting the schools. Usually, in school or community ceremonies, principals present schools officers with a gold-embossed, "Certification of Appreciation". Although this award is but a small token of heartfelt gratitude, it is a way to recognize school officers for their outstanding support and advocacy of the DoDDS educational programs and initiatives.



## ***Additional Information***

For further information about the dependents' education program and the role of school officers in your community, please contact your local school principal. Additional copies of this pamphlet may be obtained by writing to:

Office of Dependents Education  
Attn: Executive Services Division  
4040 North Fairfax Drive  
Arlington, Virginia 22203  
Telephone 703-696-4235, Ext. 125  
Facsimile 703-696-8918





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