

# Position Classification Flysheet for Education Services Series, GS-1740

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## SERIES DEFINITION

This series includes professional positions the duties of which are to administer, supervise, promote, conduct, or evaluate programs and activities designed to provide individualized career-related or self-development education plans. The work requires knowledge of education theories, principles, procedures, and practices of secondary, adult, or continuing education. Some positions require skill in counseling students or enrollees to establish educational and occupational objectives.

This supersedes the series coverage standard for the Education Services Series, GS-1740, published October 1982 (T.S.-66).

## EXCLUSIONS

1. Classify positions that require knowledge of theories and practices of psychological testing in the [Psychology Series, GS-0180](#).
2. Classify positions that involve vocational rehabilitation counseling and training, when full professional knowledge of counseling is not required, in the [Vocational Rehabilitation Series, GS-1715](#).
3. Classify positions that involve analyzing education programs to provide services to students with communication disorders where the primary requirement is full professional knowledge of audiology or speech pathology in the [Speech Pathology and Audiology Series, GS-0665](#).
4. Classify positions that involve planning, administering, or evaluating programs designed to develop employees and manage learning in the organization in the [Job Family Position Classification Standard for Administrative Work in the Human Resources Management Group, GS-0200](#).
5. Classify positions that involve advising on and promoting apprenticeship programs for training workers in industry in the [Apprenticeship and Training Series, GS-0243](#).
6. Classify positions that involve providing aid or technical support to counseling, testing or education services administration in the [Education and Training Technician Series, GS-1702](#).
7. Classify positions that involve developing curricula, preparing texts or materials, constructing tests and measurement devices, advising on design of instructional systems and application of instructional technology, developing and evaluating programs for staff and faculty development, or administering or evaluating education and training programs in the [Instructional Systems Series, GS-1750](#).

8. Classify education and training positions that primarily require full professional knowledge of a subject field not covered by an established series in the [General Education and Training Series, GS-1701](#).
9. Classify positions that involve performing administrative duties in an educational setting where professional educational knowledge is not required by the position in the appropriate series of the [General Administrative, Clerical and Office Services Group, GS-0300](#); such as the [Administrative Officer Series, GS-0341](#), or the [Support Services Administration Series, GS-0342](#).

## OCCUPATIONAL INFORMATION

Positions in this series require the application of professional knowledge of education to educational and vocational testing and counseling, and the application of the administrative policies and procedures of the education services program. Employees apply this knowledge in providing guidance and assistance to training program enrollees seeking to develop their full potential by pursuing job-related instruction or self-improvement courses. The work involves furnishing support to programs of general education for adults, including occupational specialty related courses, basic academic courses, and other adult programs. These positions may be found in military organizations, correctional institutions, or other organizations.

Organizations generally structure education services positions similar to the five examples below. While many positions fall into one or another of these types, others may reflect different combinations of duties. The examples are not intended to be restrictive or all-inclusive.

1. Positions that involve administering education services programs. Employees --
  - manage, and may establish, an education services program or center;
  - conduct surveys to determine the educational needs and preferences of the population served;
  - develop potential programs in response to assessed educational needs;
  - assess the ability and willingness of available educational and training institutions to provide educational opportunities, and make arrangements with them to do so;
  - monitor the quality and cost effectiveness of the educational services program, and assure the adequacy of equipment and facilities used; and
  - advise managers and staff members on matters related to the education services program.

2. Positions that involve educational and vocational testing and counseling. Employees --
  - select, administer, and interpret tests to give program participants information on their vocational aptitudes and interests, and their educational strengths and weaknesses;
  - counsel participants in establishing career goals, on available educational and training opportunities, and on making appropriate plans;
  - assist participants in selecting courses and completing application and registration procedures; and may teach courses in such areas as adult basic education.
3. Positions that involve conducting liaison with the education community to enhance military recruitment. Employees --
  - provide information to prospective and active duty military personnel on the Armed Services Vocational Aptitude Battery (ASVB) and specific service tests;
  - advise them on armed services occupational education and training programs available;
  - provide similar information to civilian placement officials, school guidance personnel, career education coordinators, school administrators, and classroom teachers; and
  - advise managers and staff of military career education programs on including educational and occupational counseling.
4. Positions that involve evaluating the effectiveness of education services programs. Employees --
  - develop policies, procedures, and regulations;
  - advise on improving education and training program opportunities; and
  - analyze and consolidate financial plans; budgets; and requirements for staff, facilities, equipment, and supplies.
5. Positions that involve monitoring pertinent developments in the field of educational and vocational counseling. Employees --
  - establish and maintain liaison with State and Federal education officials on matters concerning education services programs;
  - analyze and advise on national, regional, and local trends that affect education services programs; prepare statements of work for potential contractors that reflect agency education policies, and develop such policies when necessary; monitor contractor performance and adherence to specifications; and

- maintain contact with recognized experts in appropriate educational fields, and contract for their services in conducting professional seminars and workshops.

## TITLES

*Education Services Specialist* is the title for nonsupervisory positions that involve directing or managing a local or departmental education services program; performing liaison activities between military recruitment functions and the civilian community; or maintaining contacts with State, local and professional education associations.

*Guidance Counselor* is the title for nonsupervisory positions that involve counseling individuals on their potential educational and vocational capabilities, needs, and available means of meeting them, and analyzing and interpreting test data for application to individual educational plans.

The prefix "Supervisory" is added to the title of those positions that meet the criteria in the appropriate [general schedule supervisory guide](#).

## EVALUATING POSITIONS

Evaluate nonsupervisory Education Services Specialist positions, when they require managing the education services program, by referring to criteria in the [Grade Evaluation Guide for Positions of Managers of Operating Education Programs](#). Evaluate other nonsupervisory positions by referring to criteria in Part II of the [Grade Level Guide for Instructional Work](#). Evaluate Guidance Counselor positions by cross-series comparison with appropriate grade level criteria found in the [Psychology Series, GS-0180](#).

Evaluate supervisory positions by referring to the appropriate [general schedule supervisory guide](#), and/or the [Grade Evaluation Guide for Positions of Managers of Operating Education Programs](#).