

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

<u>Vacancy #:</u>	CAFC-24-05
<u>Closing Date:</u>	Open until filled
<u>Position Title:</u>	Education Specialist
<u>Grade/Salary:</u>	CL 27 (\$66,197 – \$107,614) Salary determined by qualifications and experience as outlined below under “Required Qualifications.” Promotion up to the CL 28 may occur without further posting or competition.
<u>Position Location:</u>	U.S. Court of Appeals for the Federal Circuit 717 Madison Place, NW, Washington, DC 20439

About the Court

The United States Court of Appeals for the Federal Circuit (CAFC) is unique among the thirteen Circuit Courts of Appeal. It has nationwide jurisdiction in a variety of subject areas, including international trade, government contracts, patents, trademarks, certain money claims against the United States government, federal personnel, veterans' benefits, and public safety officers' benefits claims. For additional information about our court please [click here](#).

Position Overview

The US Court of Appeals for the Federal Circuit is seeking a motivated and engaging individual with experience in primary or secondary education to serve as the Education Specialist for the court's newly established Center for Innovation and Law. The Education Specialist provides assistance to the Director of Civic Education in support of the Federal Circuit Center for Innovation and Law's (Center) mission to increase the understanding of the principles and history of the Federal Judiciary and the Federal Circuit among local teachers and students.

The primary focus of this role is to aid in the development, maintenance, and delivery of primary and secondary curricular programs, educational materials, and online content focusing on the history, structure, and operation of federal courts and the judicial branch of government, as well as the Federal Circuit's ties to STEM and our historic properties. The incumbent also oversees the administrative management of Center tours and acts as a community liaison between the court and the local educational community. This position reports directly to the Director of Civic Education.

Responsibilities of the Education Specialist may include but are not limited to:

- **Curriculum Development:** Routinely review existing curricular materials, to include lesson plans, digital

resources, and tour scripts, recommending updates as necessary. Research and develop new curricula and instructional materials that align with District of Columbia learning standards and requirements. Work with teachers and group leaders on the pre- and post- lesson plans for the visits. Develop teaching tools and specialized classroom-style exercises for student use. Participate in the design of specialized programs and activities, including annual celebrations such as Law Day and Constitution Day.

- **Center Administration:** Assist with arranging tours and programming for local students, educators, and other public visitors. Assist in the planning and execution of visits to the courthouse by judicial officers, off-site court staff, international visitors, and VIPs. Coordinate with the bar association in arranging and hosting the events. Coordinate with other court units regarding security and physical access matters. Maintain a roster and schedule of staff tour guide volunteers. Coordinate with chambers to schedule judges to speak with tour groups. Recommend programs and strategies to maximize the effectiveness of the Center. Contribute to new Center initiatives. Document and archive Center events and activities. Create surveys and other assessment instruments for use with students and teachers in an effort to evaluate Center programs. Assess survey data and make recommendations based on results.
- **Outreach and Communication:** Develop and maintain professional contacts with local schools, school systems, and educators to promote awareness of the Center and its judicial education programming. Utilize social media and other networking tools to build and share knowledge about the Center. Create outreach materials in both print and electronic format. Coordinate outreach efforts and materials with the court's public information office. Develop content for the community outreach and public education webpages on the court's website. Participate in local and nationwide networks with other courts and law-related civic education groups. Maintain professional working relationships and collaborate with public affairs/public education specialists at the Administrative Office of the US Courts (AO) and the Federal Judicial Center (FJC). Interact and respond effectively to requests for information from internal and external stakeholders.
- **General Responsibilities:** Communicate and respond to judges, chambers staff, and management requests regarding Center operations. Communicate clearly and effectively, both orally and in writing, to explain complex operational matters and concepts to individuals and groups with varying experience and backgrounds. Interact effectively with the public and staff, providing good customer and quality service and resolving difficulties efficiently while complying with regulations, rules, and procedures. Develop, implement, and maintain written procedures for assigned functions. Comply with the *Guide to Judiciary Policy*, applicable Administrative Office policies and procedures, internal controls guidelines, and all local policies and procedures. Abide by the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Display a careful and deliberate approach in handling confidential information in a variety of contexts.

Required Qualifications

Education

Candidates must possess a bachelor's degree from an accredited college or university.

Specialized Experience

- **CL 27 (\$66,197 – \$107,614):** At a minimum, candidates must possess one year of specialized experience which provided the opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, practices, and theories of educational programming.

Preferred Qualifications

- Bachelor's degree from an accredited college or university with a concentration in childhood or adult education or closely related field.
- Prior experience in primary or secondary education curriculum development, particularly with a focus on social studies or STEM.

- Knowledge of national and state civics and social studies standards and requirements.

Required Competencies

- Excellent interpersonal skills and the ability to communicate effectively, both orally and in writing.
- Ability to be flexible and adapt to unanticipated needs and problems and to manage multiple tasks and priorities, often with conflicting deadlines.
- Ability to think independently and work cooperatively in an office environment.
- Knowledge of and experience with SharePoint Online, Microsoft Office 365, and Adobe Acrobat.

Application Process and Information

To be considered application packages must include:

1. Cover letter of no more than two pages, wherein the applicant describes the knowledge, skills, abilities, and or experience that would make the candidate well qualified to fill this position.
2. Résumé outlining educational background, employment history, and other relevant information.
3. Completion of the online AO-78, Federal Judicial Branch Application for Employment.
4. Completion of the online aptitude test and personality test.

Once you have the cover letter and résumé (items 1 and 2 above) readily accessible in PDF format, follow the below link to submit your files and complete the online AO-78 and online tests (items 3 and 4 above): <https://www.ondemandassessment.com/link/index/JB-PC3X0K6PX?u=116354>

Applicants who require an exception to the online application may contact Human Resources to request an alternate method using the following email: hr@cafc.uscourts.gov. Applications submitted to this email address will not be reviewed.

Benefits Information

The candidate selected for this position will be eligible for a generous federal employee benefits package which includes:

- Paid vacation and sick leave, paid parental leave, and 11 paid federal holidays per year.
- Optional participation in Federal Employees Health Benefits plans (health, dental and vision); Federal Employees Group Life Insurance; Flexible Benefits Program; Long-Term Care Insurance.
- Public transportation subsidy, on-site fitness center, Employee Assistance Program (EAP).
- Participation in the Federal Employees Retirement System (FERS). Optional participation in Thrift Savings Plan (up to 5% employer matched contributions).
- Public Service Loan Forgiveness program pursuant to the term of the ([PSLF](#)) program.
- Additional benefits information can be found at <https://www.uscourts.gov/careers/benefits>.

Additional Information

Only those applicants selected for an interview will be contacted and must travel at their own expense. Reimbursement for relocation is not available. The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

The position will report to downtown Washington, DC; however, telework may be available on an ad hoc basis and/or according to agency policy. Employees of the United States Court of Appeals for the Federal Circuit are excepted service appointments. Federal government civil service classifications or regulations do not apply. All offers of employment are provisional pending successful completion of a background check

or investigation and a favorable employment suitability determination. This position is subject to Electronic Funds Transfer (EFT) for payroll deposit.

Must be a U.S. citizen or eligible to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). Under 8 U.S.C. § 1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

The U.S. Court of Appeals for the Federal Circuit is an Equal Opportunity Employer.