



Educational Specialist

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard

Summary

This vacancy is for a GS-1701-7, Educational Specialist located in the Department of Homeland Security, U.S. Coast Guard, TRACEN PETALUMA CG MORALE WELFARE AND RECREATION BRANCH in PETALUMA, California.

[Learn more about this agency](#)

Overview

Accepting applications

🕒 Open 08/01/2026 to 08/11/2026

This job will close when we have received **100 applications** which may be sooner than the closing date. [Learn more](#)

Location

01 vacancies in the following location:

📍 **Petaluma, CA**

Work site options

Telework eligible

No

Remote job

No

Relocation expenses reimbursed

No

Salary

\$63,081 - \$82,007 per year

Pay scale & grade

GS 7

Promotion potential

7

[? Learn more about pay scale and grade](#)

Pay scale and grade determines the salary of the job.

Work schedule

Full-time

Travel Required

Not required

Appointment type

Permanent

Occupations and job series

- [1701 General Education And Training](#)

Supervisory status

No

Federal service type

This job is in the Competitive Service

Represented by a union

No

Drug test

No

Security clearance

Other

Position sensitivity and risk

[Non-sensitive \(NS\)/Low Risk](#)

[? Jobs require a background check](#) and some require a [security clearance](#). The type depends on the job.

Background check type

- [Credentialing](#)
- [Suitability/Fitness](#)

Financial disclosure required

No

? Some jobs require [financial disclosure](#) to identify conflicts of interests.

Announcement number

26-12992314-WE-PF-DE

Control number

878928500

This job is open to



U.S. Citizens, Nationals or those who owe allegiance to the U.S.

Clarification from the agency

Open to all U.S. Citizens

[? Help](#)

This job is also open in another announcement to:

-  Federal employees - Competitive service
-  Career transition (CTAP, ICTAP, RPL)
-  Land and base management
-  Veterans
-  Military spouses
-  Individuals with disabilities
-  Family of overseas employees
-  Peace Corps & AmeriCorps Vista
-  Special authorities

Duties

You will serve as an Educational Specialist and be responsible in a Child Development Center performing a variety of daily operational administrative and child development related duties. Being a Coast Guard civilian makes you a valuable member of the Coast Guard team. Typical work assignments include:

- Assisting in the operation of a developmental program that impacts the growth and development of children and preparing reports relevant to Coast Guard regulations, state/regulations and local instructions.
- Monitoring the Child Development Center food program and maintaining health history records and physician reports for all children and staff.
- Substituting to provide oversight and leadership to other teachers in the absence of a lead teacher, and monitoring caregivers to ensure policies and procedures are followed.
- Assisting in the distribution and balancing of work assignments of lower graded caregivers and substituting in classrooms when required.
- Working with parents to promote understanding of their child's growth and development and encouraging parents' participation in school programs.

Reasonable Accommodation (RA) Requests: If you believe you have a disability (i.e., physical or mental), covered by the Rehabilitation Act of 1973 as amended that would interfere with completing the USA Hire Competency Based Assessments, you will be granted the opportunity to request a RA in your online application. Requests for RA for the USA Hire Competency Based Assessments and appropriate supporting documentation for RA must be received prior to starting the USA Hire Competency Based Assessments. Decisions on requests for RA are made on a case-by-case basis. If you meet the minimum qualifications of the position, after notification of the adjudication of your request, you will receive an email invitation to complete the USA Hire Competency Based Assessments, based on your adjudication decision. You must complete all assessments within 48 hours of receiving the URL to access the USA Hire Competency Based Assessments if you received the link after the close of the announcement. To determine if you need a RA, please review the Procedures for Requesting a Reasonable Accommodation for Online Assessments. [Reasonable Accommodation Information](#)

Requirements

Conditions of employment

All qualification requirements must be met by the closing date of the announcement.

Do NOT include the following types of information in your resume:

- Social Security Number (SSN)
- Date of Birth (DOB)
- Photos of yourself (if included on your resume you will not be considered for this position)
- Personal information: such as age, gender, religious affiliation, etc.

Key Requirements:

- Must be a U.S. Citizen.
- Must be registered or exempt from the Selective Service. See www.sss.gov
- A one-year probationary period may be required.
- To ensure the accomplishment of our mission, DHS requires every employee to be reliable and trustworthy. To meet those standards, all selected applicants must undergo and successfully pass a background investigation. This position requires a CNACI clearance.

- This is not a Bargaining Unit position.
- Selectee subject to successful completion of pre-employment medical exam.
- All Federal employees are required to have Federal salary payments made by direct deposit.

A pre-employment evaluation/baseline screening including a general physical examination, a tuberculin (TB) test or chest X-ray and appropriate immunizations are required.

Child care workers must be able to lift 40 lbs.

The Office of Personnel management (OPM) must authorize employment offers made to current or former political appointees. If you are currently, or have been within the last 5 years, a political Schedule A, Schedule, C, Non-career SES or Presidential Appointee employee in the Executive Branch, you must disclose this information to the Human Resources Office.

Qualifications

Basic Requirements: This position has a positive Education Requirement in addition to at least one year of Specialized Experience or substitution of education for experience or combination (if applicable) in order to be found minimally qualified. Transcripts must be submitted with your application package. You MUST meet the following requirements:

Positive Education Requirement:

1. Completed a Degree: that included or was supplemented by major study in education or in a subject-matter field appropriate to this position such as child development or early childhood education.

OR,

2. Have an equivalent combination of education and directly related experience, where course work would be considered to be equivalent to a major in child development or early childhood education. The total background provides the equivalent knowledge as would be gained through completion of a bachelor's degree in the field.

In addition to meeting the positive education requirement above, you must also meet one of the the following to qualify at the GS-7 grade level:

A. Your resume must demonstrate at least one (1) full year of specialized experience equivalent to at least the **GS-5** grade level in the federal sector. Specialized experience is experience that has equipped you with the ability, skill, and knowledge to successfully perform the duties of this position and is typically in or related to this line of work. Examples of specialized experience include performing the following types of tasks on a regular basis:

- Teaching young children in a preschool, early elementary school, church school, or day care center;
- Observing children to evaluate milestones, social interactions, and behavior;
- Providing input to the development and implementation of child development programs and engages with parents and children to promote well being and development of youths.

OR,

B. Possess at least one full year of graduate level education in child development or early childhood

education or directly related fields.

OR,

C. Superior Academic Achievement-I meet 1 of the following: (1) In the upper one-third of my graduating class; OR (2) A GPA of 3.0 or higher out of 4.0, as recorded on official transcript, or based on courses completed during final 2 years of curriculum; OR (3) A GPA of 3.5 or higher out of 4.0, based on average of required courses completed in major or required courses in major completed during the final 2 years of curriculum.

OR,

D. Possess a combination of related graduate education in child development or early childhood education or directly related fields and specialized experience as described in "A" above that together meet the qualification requirements for this position.

NOTE: All experience statements (i.e., duties, specialized experience, or related applicable assessment) copied from this announcement and pasted into your resume will not be considered as a demonstration of your qualifications for this position.

National Service Experience (i.e., volunteer experience): Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional, philanthropic, religious, spiritual, community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

Education

This position has a positive education requirement. If you are including education on your resume, report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. See Required Documents section for detail.

Are you qualifying based on education? Submit a copy of your college transcript (unofficial is acceptable) from an accredited institution. Once selected & prior to appointment, applicants must provide an official college transcript. Education completed in foreign colleges or universities may be used to meet Federal qualification requirements if you can show that your foreign education is comparable to education received in accredited educational institutions in the U.S. (see FOREIGN EDUCATION below).

College Transcript: If this position requires specific educational course work to qualify, or you are qualifying based in whole or part on education, you are required to provide all unofficial transcripts (undergraduate, graduate, etc.) by the closing date of this announcement or you will be disqualified from further consideration. Transcripts should be legible and detailed, showing course number and department (i.e., bio 101, math 210, etc.), course title, number of credit hours, and grade earned. If course content cannot be easily identified from the title of the course as listed on your transcript, you must submit an official course description from the college/university that reflects the content at the time the course was taken.

FOREIGN EDUCATION: Education completed in foreign colleges or universities may be used to meet Federal qualification requirements if you can show that your foreign education is comparable to

education received in accredited educational institutions in the United States. To receive this credit, you must submit evidence of equivalency as provided by a credentialing evaluation service. It is your responsibility to provide such evidence with your application. See Recognition of Foreign Qualifications [click here](#)

Only experience and education obtained by the closing date of this announcement will be considered.

Student Loan: Selectee(s) for this position who are newly appointed to a permanent or term position **may be** eligible for student loan repayment up to \$10,000 (pre-tax) for one calendar year. More than one loan may be repaid if the combined repayments do not exceed \$10,000. Receipt of this incentive will require a three-year service agreement.

Additional information

E-Verify

DHS uses E-Verify, an Internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about [E-Verify](#), including your rights and responsibilities.

Fair Chance Act

The Fair Chance to Compete for Jobs Act prohibits the Department of Homeland Security and its Components from requesting an applicant's criminal history record **before** that individual receives a conditional offer of employment. In accordance with [5 U.S. Code § 9202\(c\)](#) and [5 C.F.R § 920.201](#) **certain positions are exempt from the provisions** of the Fair Chance to Compete Act. Applicants who believe they have been subjected to a violation of the Fair Chance to Compete for Jobs Act, may submit a written complaint to pamela.k.flynn@uscg.mil.

Suitability Statement

If you receive a conditional offer of employment for this position, you will be required to complete an [Optional Form 306, Declaration for Federal Employment](#), and to sign and certify the accuracy of all information in your application, prior to entry on duty. False statements on any part of the application may result in withdrawal of offer of employment, dismissal after beginning work, fine, or imprisonment.

Shared Certificates Statement

Applying to this announcement certifies that you give permission for DHS to share your application with others in DHS for similar positions.

Special Employment Consideration

The Department of Homeland Security encourages persons with disabilities to apply, to include persons with intellectual, severe physical or psychiatric disabilities, as defined by 5 CFR 213.3102(u), and or Disabled Veterans with a compensable service-connected disability of 30 percent or more as defined by 5 CFR 315.707. [Veterans](#), [Peace Corps](#), [VISTA volunteers](#), and [persons with disabilities](#) possess a wealth of unique talents, experiences, and competencies that can be invaluable to the DHS mission. If you are a member of one of these groups, you may not have to compete with the public for federal jobs. To determine your eligibility for non-competitive appointment and to understand the required documentation, click on the links above or contact the servicing Human Resources Office listed at the bottom of this announcement.

If you are unable to apply online, please contact pamela.k.flynn@uscg.mil. Decisions on granting reasonable accommodation will be made on a case-by-case basis. Visit [Reasonable Accommodation](#)

More than 1 selection may be made from this announcement if additional identical vacancies in the same title, series, grade, and unit occur within 45 days from the date the certificate was issued.

Candidates should be committed to improving the efficiency of the Federal government, passionate about the ideals of our American republic, and committed to upholding the rule of law and the United States Constitution.

Benefits



A career with the U.S. government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. [Learn more about federal benefits.](#)

DHS offers competitive salaries and an attractive benefits package, including health, dental, vision, life, and long-term care insurance; retirement plan; Thrift Savings Plan [similar to a 401(k)]; Flexible Spending Account; Employee Assistance Program; personal leave days; and paid federal holidays.

Other benefits may include flexible work schedules; tuition reimbursement; transportation subsidies; uniform allowance; health and wellness programs; and fitness centers. DHS is committed to employee development and offers a variety of employee training and developmental opportunities. For more information, go to the DHS Careers website and select "Benefits." Disabled veteran leave will be available to any federal employee hired on or after November 5, 2016, who is a veteran with a service-connected disability rating of 30 percent or more.

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How you will be evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

We will review your [resume](#) & supporting documentation to ensure you meet the basic qualification requirements. If you meet the minimum qualifications, your experience, education & training, along with any applicable assessments, will be rated to place you in one of three categories.

The necessary Knowledge, Skills, & Abilities to perform this job are:

- Attention to Detail
- Flexibility
- Integrity/Honesty
- Reasoning

To preview the announcement questionnaire, click here:

<https://apply.usastaffing.gov/ViewQuestionnaire/12992314>

Overstating your qualifications &/or experience in your application materials or application questionnaire may result in your removal from consideration. Cheating on an assessment may also result in your removal from consideration.

If you meet the minimum qualifications, you will be placed in one of the following categories:

1. **Best-Qualified:** Applicants possessing experience that substantially exceeds the minimum qualifications of the position & demonstrate high proficiency in all of the critical competencies, including all Selective Placement Factors (SPF) & appropriate Quality Ranking Factors (QRF) as determined by the job analysis.
2. **Well-Qualified:** Applicants possessing experience that exceeds the minimum qualifications of the position & demonstrates acceptable proficiency in all of the critical competencies, including all SPFs & appropriate QRFs as determined by the job analysis.
3. **Qualified:** Applicants possessing experience that meets the minimum qualifications of the position & demonstrate basic proficiency in most of the critical competencies, including all SPFs & appropriate QRFs as determined by the job analysis.

If you are best qualified, you may be referred to the hiring manager for consideration & may be called for an interview. **Veterans:** Qualified veterans who have a compensable service-connected disability of at least 10% are listed in the best-qualified category, except when the position being filled is scientific or professional at the GS-09 grade level, or higher. (This position is not considered scientific/professional.). Other 10-point preference eligibles & veterans with 5-point preference who meet the eligibility & qualification requirements are placed above non-preference eligibles within the category in which they qualify. View information on [veterans' preference](#).

Career Transition Assistance Plan (CTAP) & Interagency Career Transition Assistance Plan (ICTAP) documentation. CTAP & ICTAP Eligibles: CTAP candidates will be eligible for selection priority if it is determined that they have exceeded the minimum qualifications for the position. If you are a Federal employee in the competitive service & your agency has notified you in writing that you are a displaced employee eligible for ICTAP consideration, you **may** receive selection priority for this position. Individuals must be well-qualified. Information about CTAP & ICTAP eligibility is on OPM's [Career Transition Resources website](#)

Required Documents

Limit your resume to no more than two pages. The USAJOBS database will not allow an applicant to submit an application that includes a resume over two pages. You will not be considered for this vacancy if your resume is illegible/unreadable.

[Resume](#) showing relevant work/volunteer experience, education, and training. Include start and end dates (mm/yy to mm/yy) and number of hours per week worked/volunteered. For additional information on your resume, see **How to Apply**.

Your responses to any applicable assessments.

Are you qualifying based on education? Submit a copy of your college transcript (unofficial is acceptable) from an accredited institution. Once selected and prior to appointment, applicants must provide an official college transcript. Education completed in foreign colleges or universities may be used to meet Federal qualification requirements if you can show that your foreign education is comparable to education received in accredited educational institutions in the United States. In order

to receive this credit, you must submit evidence of equivalency as provided by a credentialing evaluation service. It is your responsibility to provide such evidence with your application. See [Recognition of Foreign Qualifications](#)

Veteran's preference documentation (Member Copy 4 of DD-214, Revised Oct 2013 [SF-15](#) and VA letter, if applicable. **NOTE:** The revised Oct 2013 SF15 is the latest copy and all others are not usable. Please see [Feds Hire Vets for detail](#).

- a. Veterans claiming 5-point veterans' preference must submit legible Member 4 Copy DD214(s) indicating Character of Service. 5-point preference will not be granted if appropriate documentation is not submitted with your application.
- b. 30% Disabled Veterans must submit their Member Copy 4 DD-214(s), which includes Character of Service, and VA Disability Letter with percentage of disability OR documentation of disability determination from a branch of the Armed Forces which reflects a compensable service-connected disability of 30% or more.
- c. Other 10-point Preference Eligibles must submit applicable Member Copy 4 DD-214(s), which includes Character of Service, and provide documentation of your other 10-point preference. If claiming 10-point preference, you must provide required documentation described on the back of the [SF-15](#) which proves that you are entitled to such preference. 10-point preference will not be granted if appropriate documentation is not submitted with your application.
- d. If you are a current active duty military member who does not have a DD214 and is claiming eligibility under the Veterans Opportunity to Work (VOW) Act, you must submit certification from the Armed Forces indicating you will be discharged/released under honorable conditions from active duty within 120 days from the date you submit your certification as part of your application for this announcement. See the "How to Apply" section of this announcement for information on specific requirements for VOW certifications.

Political Appointees: OPM must authorize employment offers for former or current Political Appointees. If you are currently, or have been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch, you must disclose this information. Submit proof of your former or current status, such as your SF-50. Please see [here](#).

CTAP & ICTAP applicants MUST submit documentation verifying your eligibility. This includes a copy of your agency notice, a copy of your most recent performance rating, most recent SF-50-Notification of Personnel Action noting your current position, grade level and duty location, and documentation from your agency showing your current promotion potential. View information about [CTAP/ICTAP eligibility](#) on OPM's Career Transition Resources website.

Any other **supporting documentation** required for verification as described in the announcement.

How to Apply

Only resumes up to a total of two pages will be accepted. Font size should not be smaller than 10pts & margins no smaller than .5 inches. Resumes exceeding 2 pages will not be considered.

To begin your online application, click "Apply Online" to create a USAJOBS account & follow the prompts or log in to your existing account. Your application packet must include a resume & any applicable & or required supporting documentation. Please see the "Required Documents" section for additional information. We encourage you to apply online.

Applications and supporting documentation will not be accepted by mail or email. The address below is for inquiries only. You may apply more than once, but the most recent application is the only one that will be used. You must submit your resume, & any supporting documents by 11:59 PM EST on 08/11/2026.

USA Hire Assessment - If you are required to complete any USA Hire Assessments, you will be notified after submitting your application. The notification will be provided in your application submission screen & via email. The notification will include your unique assessment access link to the USA Hire system & the completion deadline. Additionally, in USAJOBS you can click "Track this application" to return to your assessment completion notice.

Access USA Hire using your unique assessment link. Access is granted through your USAJOBS login credentials. Review all instructions prior to beginning your assessments. You will have the opportunity to request a testing accommodation before beginning the assessments should you have a disability covered under the Rehabilitation Act of 1973 as amended.

Set aside at least 3 hrs to take the USA Hire Assessments; however, most applicants complete the assessments in less time. If you need to stop the assessments & continue later, you can re-use your unique assessment link.

Your responses to the USA Hire Assessments will be reused for one year (in most cases) from the date you complete an assessment. If future applications you submit require completion of the same assessments, your responses will be automatically reused.

Visit the USA Hire Applicant Resource Center for practice assessments & assessment preparation resources at <https://support-usahire.opm.gov/hc/en-us>.

It is your responsibility to verify that any information entered or uploaded is received & is accurate. Human Resources will not modify or change any part of your application. Determining your eligibility & qualifications is dependent on the supporting documentation & information provided, which may impact your referral for further consideration. If a document is not legible, we will not be able to consider it as part of your application.

To verify the status of your application, log into your USAJOBS account (<https://www.usajobs.gov>), all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>.

If claiming eligibility under the VOW Act: The VOW Act requires Federal agencies to treat active-duty service member as veterans, disabled veterans, and preference eligibles, when they submit, at the time they apply for a Federal job, a "certification" of active service in lieu of a DD214. In order to be considered under the VOW Act, the certification must specify that the service member is expected to be discharged or released from active duty under honorable conditions not later than 120 days after the date the certification is submitted with your application package for this job announcement. The certification must be on letterhead from the appropriate military branch & include the following information: military dates of service & expected discharge or release date, character of service, military rank, type of discharge, & date when terminal leave will begin. Certifications must be signed by, or by direction of military members' military personnel offices, unit commanders or higher headquarters. Agencies are required to verify a qualifying separation from military service prior to appointment, through the DD214 or other appropriate documentation. Your preference &/or appointment eligibility will be verified prior to appointment.

The vacancy questionnaire includes four short, free-response essay questions. This provides an opportunity for you to highlight your dedication to public service for the hiring manager & agency

leadership (or designee(s)). While your responses are not required & will not be scored, we encourage you to thoughtfully address each question. Please provide a response of 200 words or less to each question. You will be asked to certify that you are using your own words & did not use a consultant or artificial intelligence (AI) such as a large language model (LLM) like ChatGPT or Copilot.

Agency contact information

 **Pamela Flynn**

Phone

[0000000000](tel:0000000000)

Email

pamela.k.flynn@uscg.mil

Next steps

Once you submit your application, we will assess your experience and training, identify the best-qualified applicants, and refer those applications to the hiring manager for further consideration and interviews. We will notify you by email after each of these steps has been completed. Your status will also be updated on USAJOBS throughout the process. To check your status, log on to your USAJOBS account, click on "Application Status," and then click "More Information." We expect to make a job offer within 60 days after the deadline for applications. If you are selected, we will conduct a suitability/security background investigation. View more information on [applying for federal employment](#).

Any Offers of employment made pursuant to this announcement will be consistent with all applicable authorities, including Presidential Memoranda, Executive Orders, interpretive U.S. Office of Personnel Management guidance and U.S. Office of Management and Budget plans and policies concerning hiring. These authorities are subject to change.

Recruitment incentives may be authorized.

Recruitment Incentive - Selectee(s) for this position who are newly appointed to a permanent position are authorized to receive a one-time recruitment incentive of 25% of the salary, including locality for this position. Receipt of the bonus will require a 12-month service agreement.

"Newly appointed" refers to the first appointment (regardless of tenure) as an employee of the Federal Government, an appointment following a break in service of at least 90 days from a previous appointment as an employee of the Federal Government, or, in certain cases, an appointment following a break in service of less than 90 days from a previous appointment as an employee of the Federal Government.

Relocation Incentive - Selectee(s) for this position who are current federal employees on permanent appointments and will be moving outside of the current commuting area of their current position to accept this position are authorized to receive a one-time relocation incentive of 25% of the salary including locality for this position. Receipt of the bonus will require a 12-month service agreement. The employee must establish a residence in the new geographic area prior to payment.

Fair and transparent

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

[Criminal history inquiries](#)

[Equal Employment Opportunity \(EEO\) Policy](#)

[Financial suitability](#)

[New employee probationary period](#)

[Privacy Act](#)

[Reasonable accommodation policy](#)

[Selective Service](#)

[Signature and false statements](#)

[Social security number request](#)



USAJOBS is a [United States Office of Personnel Management](#) website.