



Job Description

Job Title: Leadership Instructor

Reports to: Chief Leadership Instructor
Department: Alternative Education
Number of Days: 190
Compensation: Hourly Grade 10
Overtime Status: Non-Exempt
Date Job Revised: August 29, 2013

Position Summary: Monitors and supervises a platoon of 20 students (ages 14 to 18) at the performance-based alternative education program, the TRAICE Academy.

Qualifications/Job Requirements:

Education:

- High School diploma or GED

Specialized Knowledge, Licenses, etc:

- Extensive knowledge of close-order drill and physical training procedures.

Experience:

- Military background preferred.

Specific Training/Skills:

- Must be able to lead students in drill, ceremony and physical exercise training.
- Must be able to obtain CPR and First Aid certification

Physical Requirements (If Applicable):

- Must be able to lead/direct students in drill and strenuous physical exercise
- Must be capable of bending, stooping, lifting and carrying a maximum of 50 lbs.

Other:

- Must demonstrate excellent organizational, time management, and verbal communication skills

Customer Contacts (Internal and External):

Internal: Principal, Teaching staff, students

External: Parents, Community agencies

Essential Job Functions:

- Maintains accountability of assigned group members at all times.
- Maintains discipline, security, and safety within a highly structured and disciplined learning environment
- Develops a team-oriented attitude in the students.
- Is a mentor/role model for those assigned students in the Academy.
- Conducts first line counseling and problem solving for assigned students and is the primary instructor in Drill and Ceremony and group social-life skills.
- Directs student physical training and drill instruction.
- Maintains daily supporting documentation and evaluations for those assigned students.
- Performs additional tasks as required/assigned.