



# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

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## 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:** May 16, 2007

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

#### **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.