

**MILITARY INSTRUCTIONAL COORDINATOR****DEFINITION**

Under general supervision of the program director, assists in the management of military personnel, operations accountability, control and overall well being of the cadet corps while promoting a safe and healthy program environment. Also required to assist in the administration and implementation of school operations.

**ESSENTIAL FUNCTIONS**

Supervise and implement military operations at the Academy which are designed to improve the ability of students to participate in educational opportunities.

Conduct all cadet intake interviews with student and parent/guardian.

Train all military staff and ensure that they meet Academy standards.

Direct and support staff in the supervision of cadets.

Coordinate and act as lead instructor on training activities associated with leadership development, communication and personal growth.

Provide mentoring to staff and cadets.

Prepare, supervise and/or administer daily physical training program, under the initial instruction of certificated personnel. Take the lead in cadet drills and ceremonies which includes securing and implementing scheduled projects for daily training.

Assist in the development, maintenance and distribution of training schedules.

Coordinate cadet promotion ceremonies.

Provide cadet data as requested.

Perform other duties as are reasonably related to the position

**QUALIFICATIONS****Knowledge of:**

Methods and practices related to military duties and unit level training. Physical training programs appropriate for young adults.

**Ability To:**

Assist in the planning and supervision of other employees' work; provide leadership in discipline; maintain cooperative relationships with others; understand and follow oral and written instructions; communicate effectively, orally and in writing; correctly demonstrate sufficient strength, mobility and range of motion to maintain a level of physical conditioning which allows for the leadership of cadets in daily activities; follow verbal and written directions.

**Experience:**

Member or former member of military or law enforcement (active/reserve/retired) with the grade or rank of E-6 or above. Experience performing the duties of a Platoon Sergeant Team Section Leader. Experience in planning and conducting unit level training.

**Education:**

Completion of appropriate level of NCO Military Educational courses. College degree desirable, but a minimum of evidence of current and on-going education. Training and/or education in human relations, equal opportunity or human awareness is desirable.

Board Approved: