

 STATE OF INDIANA CLASSIFICATION SPECIFICATION	Class Title: Cadre Supervisor		Class Code: 002HM2
	FLSA Status: Exempt	Salary Schedule: PAT 2	Effective Date: 6-27-13
	Summary: Provides direction to the Hoosier Youth Challenge Academy (HYCA) operation support staff primarily responsible for all cadet accountability, discipline and safety; enforcement of academy rules and policies; and ensuring cadet completion of the 8-core objectives.		

Duties:

- Responsible for operational support based on director's guidance;
- Manages the cadre staff working a 24/7 operation with rotational shifts;
- Develops, implements and reviews all operational policies and procedures, cadet policies and procedures and other publications of the Operations section of HYCA ;
- Direct the cadre staff to maintain constant supervision of cadets at all times ensuring accountability, discipline and safety and maximum participation of cadets in activities and classes;
- Coordinates with the instructors to provide educational assessment and academic instruction of cadets;
- Coordinates with the counselors to provide personal cadet counseling, psychological analysis and vocational counseling;
- Direct the evaluation of cadets to determine if they accomplish the goals and objectives of the program and successfully pass the program's 8-core components.
- Directs the fiscal activities of operational support ensuring they are accomplished in accordance with current policies and assists the academy in obtaining funding from additional sources;
- Directs the acquisition and maintenance of statistical data required by federal, state and/or local governments/agencies is compiled, processed and distributed in accordance with governing policies and keeps staff informed of any problems data, its collection or processing;
- Directs staff job advertisements, boards and interviews;
- Recommends qualified applicants to the Director for all positions within the operational support staff;
- Ensures personnel evaluations are completed in accordance with current state and HYCA policies;
- Ensures continuity of cadre work schedule and the Academy training schedule to accomplish Academy missions with proper supervision;
- Ensure the cadre conduct performance based counseling, administer appropriate disciplinary actions for unacceptable and inappropriate behavior and reward cadets for positive and appropriate performance and behavior;
- Assist in the coordination of visits, tours and open house activities of the HYCA;
- Coordinates major training sessions for cadre twice a year;
- Oversees execution of the Cadet Discipline Team (DP), prepares memorandums to parents and maintains parental contact with cadets placed on DP;
- Serves as a member on disciplinary boards for cadets and forwards recommendations to the Director for final action;
- Participates in physical training with the cadets to enhance esprit de corps, morale and Academy synergy;
- Performs related duties as required.

Job Requirements:

- Minimum age of 21;
- Work experience, paid or volunteer, teaching or coaching group activities for youth ages 16 -18 or military service experience; graduation from an accredited four year college or university with major coursework in Criminal Justice or a related field;

- Commercial Driver's License (CDL) will be required within first 90 days of employment;
- First Aid and CPR certification required or ability to obtain such certification;
- Must provide proof of annual tuberculosis test with negative results
- Experience working with high school aged at-risk and/or special needs youth preferred;
- Broad knowledge of the HYCA program and all applicable regulations, policies and procedures;
- Extensive knowledge of organizational structuring, fiscal procedures, management principles and leadership techniques;
- Extensive knowledge of adolescent development, human behavior and team dynamics;
- Extensive knowledge of military style training and ability to enforce disciplinary, safety and security measures;
- Ability to effectively communicate orally and in writing, tactfully and persuasively, with diverse youths, individuals and groups;
- Working knowledge of computers and the use of basic software programs such as Microsoft Office and able to navigate through the training database;
- Ability to utilize problem-solving techniques and make sound and binding decisions;
- Ability to organize and work independently on multiple tasks under pressure;

Difficulty of Work:

The work involves the development of the operational support of the HYCA and procedures and continuing assessment and implementation of modifications. The established infrastructure within the National Guard system that reaches from the national to the local level provides program guidance but it requires broad interpretation, innovation and judgment in application and implementation.

Responsibility:

Incumbent's assignments are defined in overall objectives, involving the development of new programs and procedures and an assessment and recommendation on whether to implement those already established. The incumbent has authority in the absence of the Deputy Director to administer policies and procedures to accomplish objectives and fulfill the statutory duties of the program. Major contributions and decisions are made which have a direct impact on the cadets and the success of HYCA program.

Incumbent reports to the Deputy Director and supervises the permanent operational support staff and any additional temporary contract, military and/or civilian personnel assigned to the operation. The incumbent supervises the cadre who provide primary supervision of the cadets and are responsible for imposing the quasi-military structure and discipline; supervises the Instructors responsible for providing the academic instruction necessary to prepare cadets for successful completion of the GED; and supervises the counselors responsible for providing individual guidance counseling services to the cadets and identifying cadets who may require additional therapeutic counseling services.

Ensures selection of candidates for operational support staff positions is conducted in conformance with all appropriate guidelines taking into consideration skills and qualifications, mission requirements, equal opportunity and diversity.

Ensures reasonable equity of performance standards developed, modified, and/or interpreted and rating techniques of subordinate supervisors. Completes work profiles and explains performance expectations to subordinate supervisors and employees directly supervised. Completes performance appraisals of subordinate supervisors and employees directly supervised and serves as reviewer on appraisals of employees rated by subordinate supervisors. Reviews developmental needs of individual employees and the overall operational support staff workforce and makes recommendations and/or decisions on training requirements.

Incumbent is responsible for management and administration of procedurally correct disciplinary action(s) concerning compliance with all related policies, regulations and laws for all operational support staff.

Incumbent applies EEO/Affirmative Action employment principles and requirements to all personnel management actions and decisions and ensures all personnel are treated in a manner free of discrimination and/or workplace harassment.

Personal Work Relationships:

The incumbent works with the Joint Forces Headquarters-Indiana staff; military staff, local and national officials, private organizations, civic groups and federal and state agencies interpreting, developing and implementing the Operations Department of the HYCA and resolving disputed issues.

Physical Effort:

Must be physically capable of conducting rigorous physical fitness training to include hiking with a backpack over rough terrain, running from one mile up to five miles and performing and demonstrating a variety of exercise routines, such as push ups, sit ups, etc.

Working Conditions:

Incumbent may infrequently be exposed to aggressive/hostile at-risk youths and/or upset parents/guardians. May frequently work a nonstandard work week requiring rotation between days, evening and third shifts inclusive of weekends and holidays. Work is frequently outdoors subject to inclement weather and other environmental conditions.