

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Cadre Team Leader		<b>Class Code:</b> 002HM4
	<b>FLSA Status:</b> Non-Exempt	<b>Salary Schedule:</b> PAT 4	<b>Effective Date:</b> 6-28-13
	<b>Summary</b> <p>Team Leaders are assigned to a team of cadets as their direct supervisor responsible for cadet accountability, discipline and safety; enforcement of Academy rules and policies; instruction of drill and ceremony; physical-fitness training; movement of cadets according to the training schedule; completing administrative reports and providing assistance in tutoring of academics.</p> <p>Teaching the cadets life-skills through: positive mentoring, leading by example, providing counseling, teaching basic social skills, enforcing standards, helping to build self-confidence and problem solving abilities, developing leadership and teamwork skills and providing instruction/facilitation of HYCA tasks.</p>		

**Duties:**

- Ensure cadets are under constant adult supervision;
- Ensure accountability and maximum participation of cadets in activities and classes designated on the training schedule;
- Participate in and monitor class activities and monitor and supervise cadets during scheduled visitations by parents, guardians and mentors;
- Evaluate and record efforts of cadets to determine if they accomplish the goals and objectives of the program, successfully pass the program's eight core components i.e. citizenship, academic excellence, life-coping skills, service to community, health and hygiene, skills training, leadership and followership, physical training and provide performance-based coaching;
- Monitor and conduct performance based counseling on assigned cadets for appropriate and inappropriate behavior by observing, correcting and reporting;
- Investigate serious infractions of policy and procedures by cadets, determine proper consequence and administer disciplinary actions for unacceptable and inappropriate behavior;
- Reward cadets for positive and appropriate performance and behavior;
- Observe and evaluate attitude and physical and mental well-being of cadets and recommend further evaluation when appropriate. Provide limited first line counseling to reduce friction, improve morale and maintain continuity;
- Prepare and teach classes to cadets on rules and procedures of the program;
- Prepare and teach outdoor skills and experience education classes utilizing classroom presentations, instructor demonstrations and student participation. Classes may include knot tying, map reading, land navigation, water safety, rappelling, campsite selection, backpacking, personal and group sanitation, etc.;
- Prepare and teach American Red Cross Basic First Aid and CPR;
- Teach, demonstrate, supervise and evaluate cadets' performance during daily physical fitness training, drill and ceremonies and during community involvement activities and community service projects;
- Select and assign cadets to leadership positions and evaluate and counsel on leadership performance and potential;
- Keep the chain of command and fellow team leaders informed of all important matters;
- Transport cadets between locations, i.e. formations, physical training areas, classrooms and to community service programs, cooperative work experience sites and other authorized off-site locations making certain cadets are accounted for and remain at their assigned site;
- Report all issues pertaining to cadets at job sites, provide cadets opportunity to attend religious service on Sundays and transport cadets for medical treatment;

- Maintain safe operation of assigned vehicles and all equipment to prescribed standards. Report deficiencies, losses, damage, misuse or abuse from any assigned staff and cadets;
- Ensure that cadet barracks, common areas and living conditions are properly maintained in accordance with established standards;
- Secure and control of the use of assigned cadet residential quarters, report facility deficiencies, hold residents accountable for misuse and abuse of the facility;
- Engage with cadets one-on-one to assess how the cadet is responding to training and living situation;
- Analyze and evaluate cadet progress and development and complete written and or verbal reports as required;
- Conduct risk management of assigned classes as well as extra-curricular activities to insure they are conducted within established safety parameters;
- Attend and participate in required professional development training to maintain program proficiency and certifications including Cadre Training (physical fitness training, drill and ceremony, procedures and protocol, and professionalism), American Red Cross First Aid and CPR Basic and Instructor courses, crisis intervention and prevention, medical training, drug and alcohol use and abuse, ethics, workplace harassment and other training as deemed appropriate;
- Perform related duties as required.

### **Job Requirements:**

- Minimum age of 21;
- Military service experience (2-3 Years in leadership positions) or graduation from an accredited two or 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;
- Must pass an annual physical fitness test;
- Work experience in individual or group counseling;
- Experience working with high school aged at-risk and/or special needs youth preferred; work experience, paid or volunteer, teaching or coaching group activities for youth ages 16 -18;
- Strong communication, supervisory, interpersonal and organizational skills and be detail oriented;
- Ability to analyze and evaluate the progress and development of assigned cadets and present verbal and written reports;
- Ability to enforce disciplinary, safety and security measures;
- Familiarity with basic military style training and ability to enforce disciplinary safety and security measures;
- Working knowledge required for Microsoft Outlook and Microsoft Access to navigate through the training database. Knowledge and ability to use Microsoft Word;
- Some knowledge of adolescent development, human behavior and team dynamics;
- Ability to teach adolescents leadership, teamwork, service to community, health, hygiene, physical training, first aid and CPR and outdoor skills;
- Ability to read and comprehend policies, procedures, manuals and other written material and to follow oral and written instruction;
- Ability to promote socially acceptable attitudes and behaviors, use tact, recognize that value systems may vary, treat individuals with respect and consideration and reason logically and arrive at sound conclusions;
- Ability to gain trust and establish effective mentoring relationships with at-risk youth;

- Ability to make sound decisions and remain calm under stressful circumstances;
- Ability to perform work outdoors and withstand inclement weather and other environmental conditions;
- Ability to physically perform the essential duties of the job. This includes conducting and performing rigorous physical fitness training, to include hiking with a backpack over rough terrain, running from one mile up to five miles and demonstrating a variety of physical fitness exercise routines, such as push-ups, sit ups, etc.;
- Ability to operate a commercial motor vehicle;
- Ability to work a flexible schedule.

**Difficulty of Work:**

Incumbent works with diverse at-risk youths who may lack social, emotional and educational skills that are not consistent with their age and requires on-the-spot decision-making when coping with one or more disorderly or irate cadets.

**Responsibility:**

Incumbent works under general supervision following Academy standard operation procedures (SOPs), guidance, policies and any special orders. The incumbent contributes to the success of the cadets by acting as a positive role model instilling discipline, training, teaching, counseling and evaluating cadets on citizenship, academic excellence, life-coping skills, service to community, health and hygiene, skills training, leadership and followership, physical training and provide performance-based coaching. The incumbent must be able to make quick decisions in emergency situations. Unusual problems or situations are referred to the supervisors for guidance. Consequence of error is usually moderate, however, situations exist for consequences of error to be disastrous. The inability to quickly and appropriately bring cadets under control in a disorderly situation may lead to an adverse effect on the future operations and growth of the Academy.

**Personal Work Relationships:**

Relationships are primarily with cadets and academy staff and other military personnel. The incumbent has frequent contact with the public and personnel from community service and conservation programs when escorting cadets to outside communities for supervised work experiences. Occasionally, the incumbent may come into contact with cadet parents and/or guardians.

**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.

A high level of physical fitness is required as demonstrated by passing a physical fitness test. The following is a list of the minimum standard levels of fitness in all evaluated events. This standard is based upon a fifty percent level of the Army Physical Fitness Test (APFT):

**Working Conditions:**

Team Leaders work a nonstandard workweek which may require rotation between day, evening and night shifts and may include weekends and holidays. Work is frequently outdoors subject to inclement weather and other environmental conditions.