

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Cadet Lead Instructor		Class Code: 002HN3
	FLSA Status: Non-Exempt	Salary Schedule: PAT 3	Effective Date: 6-28-13
	Summary: Serves as Lead Instructor in a teamwork environment at the Hoosier Youth Challenge Academy (HYCA) providing secondary level academic instruction in the areas of math, language arts, social studies and science to at-risk youths. Provides direction to the Hoosier Youth Challenge Academy Instructors and is primarily responsible for all cadet classroom instruction.		

Duties:

- Directs, guides and assists instructors in curriculum delivery and development;
- Reviews and makes recommendations on all instructional materials to the Director for final approval;
- Chairs and serves on various committees and develops and implements policies and procedures for all academic instruction;
- Instructs cadets in one or all subjects of math, language arts, social studies, science, etc.;
- Uses various educational assessment tools, determines each student's academic needs, and establishes instructional techniques for the classroom;
- Plans, coordinates, teaches, monitors and evaluates the assigned curriculum;
- Prepares an outline for course of study, prepares daily lesson plans, assigns lessons, corrects homework papers and tutors cadets during the residential phase;
- Creates assignments to allow cadets to perform tasks of increasing difficulty which will teach work values, self improvement, independence, dependability, productivity and pride;
- Evaluates cadet performance through administering tests, grading, recording results and modifying instruction to best meet the needs of the students;
- Administers the Test of Adult Basic Education (TABE) to standard and on schedule using the survey as the minimum standard for the purpose of measuring academic improvement and may utilize the complete battery at the discretion of the the Director; the Locator test will be administered prior to the diagnostic test and prior to the final test for measured growth;
- Ensures test scale scores and grade equivalent scores for all subjects on the survey or complete battery are entered in the Data Management and Reporting System (DMARS);
- Administers and monitors practice GED exam;
- Organizes, prepares and leads field trips of educational, cultural and enrichment nature;
- Coordinates with counselors to ensure cadet counseling is being conducted;
- Meets with staff to discuss cadet's academic progress;
- Plans educational programs within current and projected budget constraints, prepares funding proposals, recommends preliminary budget for equipment and learning aids by projecting their costs, selecting and ordering materials and completes order requests;
- Guides and assists instructors in completion of cadet's Post-Residential Action Plans (P-RAP);
- Assists in acquiring and scheduling guest speakers, producing class yearbook, organizing class prom and or dances and cadet birthday parties;
- Perform related work as required.

Job Requirements:

- Bachelor's degree or Master's degree with a minimum of thirty (30) semester college hours in core academic courses – math, science, language arts, and social studies;
- Must provide annual proof of negative tuberculosis PPD Test;
- Must be certified or have the ability to become certified, test control officer for administering the GED;
- Considerable experience working with high school age at-risk and or special needs youth preferred;
- Strong leadership, communication and interpersonal skills;

- Extensive organizational skills and attention to detail;
- Ability to work a flexible schedule;
- Thorough knowledge of all core subjects to be taught and the techniques used in the areas of specialization;
- Broad knowledge of and ability to apply modern methods of teaching, training and testing students;
- Broad knowledge of potential teaching resources, such as visual aids and community resources;
- Ability to evaluate educational performance and progress of students;
- Ability to prepare and execute detailed daily and weekly lesson plans and to determine and adhere to full course objectives;
- Ability to plan and supervise extra-curricular activities for students;
- Ability to interpret and react to behavior patterns and to communicate with tact and understanding in order to promote maximum student educational development;
- Ability to maintain composure during stressful situations, recognize and respond positively to cultural differences, lifestyles and values and mediate issues among cadets;
- Considerable knowledge on Microsoft products with the ability to quickly and independently learn to utilize new software.

Difficulty of Work:

Work is performed within the guidelines established by the National Guard Bureau Master Youth Cooperative Agreement including Department of Defense Instruction 1025.7. Judgment must be exercised in dealing with unpredictable actions or unusual situations.

Judgment and innovation is necessary in the development of appropriate lesson plans, and to meet course objectives. The work is broad in scope and involves many variables when dealing with the unique problems of individual students.

Responsibility:

Incumbent's assignment(s) involve the development of new programs and procedures and an assessment and recommendation as to whether or not implement those already established. The supervisor does not issue specific instructions prior to the course of work but discusses the general objectives of the courses to be taught and the educational mission of the HYCA. The supervisor offers suggestions relative to the preparation of lesson plans or solutions to unique problems. Problems are usually discussed with supervisor at the discretion of incumbent.

Work is reviewed on a spot-check basis by the supervisor for compliance with laws, regulations and procedures. Results are measured by standardized TABE and GED tests given to the cadets and observation of teaching methods. Incumbent has full responsibility for many non-routine decisions in determining a cadet's progress and in determining methods and materials to be used in teaching.

Personal Work Relationships:

Incumbent's primary contacts are with the cadets of the HYCA for the purpose of providing educational services. Incumbent sometimes coordinates with other agencies or businesses to coordinate field trips. Additional contacts are with agency staff and administrators, parents and cadet mentors for the purpose of exchanging information.

Physical Effort:

Work is divided between office and classrooms with occasional field trips. Work involves some lifting, bending, stooping and walking.

Working Conditions:

Incumbent works with educationally disadvantaged, economically disadvantaged, socially troubled and/or emotionally disturbed at-risk youths that reside in a residential facility. Incumbent may infrequently be exposed to aggressive or hostile youths and/or upset parents or guardians.