

8/6/2012

PRSPS Job Description – Squadron Educational Officer (SEO)

Job Title: Squadron Educational Officer

Reports to: Commander

Rank: Lieutenant Commander

Summary:

Manages all the educational activities and programs of the squadron, both for the general public and the entire squadron membership. Promotes these activities to ensure maximum participation. Plans and develops, with the assistance of members of the educational staff, a schedule of activities that aggressively presents the full spectrum of USPS education goals and initiatives.

Scope:

The incumbent serves as a member of the squadron bridge and as a key member of the Commander's staff. Serves as member of the District Educational Department, and communicates District and National policies and procedures to the squadron. Communicates with both District and National officers regarding squadron needs and questions. Directly supervises and coordinates the activities of the 4 chairmen of the area programs as well as the ASEO.

Key Responsibilities:

- Serves as a senior member of the Commander's staff, representing the department at Officer, Executive Committee and membership meetings.
- Holds monthly meeting with all members of the department.
- Completes the annual education budget.
- Supervises the four area Chairmen and the ASEO.
- Represents the Education Department in community meetings and activities.
- Negotiates agreements for classroom space with outside agencies.
- Submits Merit Mark recommendations for the entire department.
- Prepares reports for District and National Officers and committees.

Job Requirements:

This position typically serves a three year term. The grade of SN is preferred, or the candidate should be actively working in that direction. The DEO's approval is required before a candidate can serve. Must be a certified instructor and have taken Operations Training and Leadership Development.