

8/6/2012

PRSPS Job Description – Assistant Squadron Educational Officer (ASEO)

Job Title: Assistant Squadron Educational Officer

Reports to: Educational Officer

Rank: First Lieutenant

Summary:

Serves as the deputy to the SEO, representing the department at official functions in the absence of the SEO. Coordinates the information technology functions of the department, compiling the information and statistics needed to respond to requests from HQ, District, SEO or the Squadron Commander. Manages the physical facilities and property of the department. Completes special projects at the direction of the SEO.

Scope:

This elected position is the principal backup for the SEO, assuming the entire responsibility for department operations if necessary. Cooperates with the Chairmen of the four major divisions of the department, as well as course chairmen, seminar presenters and other instructional personnel acting as the department property manager.

Key Responsibilities:

- Assumes the responsibility of SEO in the absence or incapacity of that officer.
- Keeps minutes for each monthly Education Department meeting and distributes meeting reminders and agendas in advance. Maintains meeting attendance records.
- Manages the classroom facility, ordering supplies as needed. Assigns classroom space for all activities and functions. Publishes the classroom calendar.
- Coordinates with trained squadron information technology individuals to maintain Audio-visual and computer facilities in good working order.
- Maintains the department library of books, video, PowerPoint presentations and teaching aids.
- Maintains and furnishes to the Treasurer the annual department inventory.
- Assembles all the information and statistics required and prepares reports as required within the squadron and beyond.
- Attends District meetings and functions to assist the SEO.
- Substitutes for other department positions when needed and assigned by the SEO.

Job Requirements:

The incumbent must have the experience and administrative ability to fill in as SEO at any time. It is expected that the ASEO will be a candidate for SEO when a vacancy occurs. This position is elected annually by the membership. Extensive teaching experience is vital and the incumbent must have taken Instructor development and be a certified instructor. The DEO's approval is required before a candidate can serve.