

8/6/2012

PRSPS Job Description – Elective Course Chair

Job Title: Chairman, Elective Courses

Reports to: Educational Officer **Rank:** Lieutenant

Summary:

Administers instructional programs that encourage both members and non-members to take courses offered in a wide variety of boating skills. Coordinates the activities of class chairs to provide a challenging and convenient schedule that will attract students. Provides logistical support for materials, supplies and classroom space.

Scope:

This position is one of four key area administrators reporting to the SEO that control the operation of the Educational Department. This position is specifically responsible for all elective courses. These courses allow students to study technical skills in depth. Completion of all elective courses is a requirement for the Educational Achievement Award. The incumbent advises the SEO and directly participates in overall planning activities.

Key Responsibilities:

- Consults with each class chair and the SEO, establishes an annual class schedule.
- Schedules classroom space with the ASEO.
- Orders all instructional materials and monitors expenditures against the Department budget. An inventory of unused material is maintained.
- Informs each course chair of course and equipment fees, and ensures that they are promptly remitted to the Treasurer. Participates with and advises the SEO in the preparation of the annual budget.
- Orders and administers the USPS exam for each class, adhering to HQ requirements
- Consulting with each course chair, evaluates graduates for potential instructors, assistants, or interest in other squadron activities advising the SEO or ASEO accordingly.
- Recruits new class chairmen and instructors, subject to SEO guidance and approval.
- Promotes each class and assists the course chairs with recruiting students.
- Aids each course chair by providing suggestions and advice, and helps arrange for replacement instructors in an emergency.
- Monitors classroom activities from time to time, ensuring that standards are met.
- Ensures that complete records are maintained for each class, and furnishes information to the ASEO as required.

Job Requirements: The chair is appointed annually by the Commander on the advice of the SEO. Candidates for this position should have extensive experience with elective courses. Completion of Instructor Development and certification are required