



JOB POSTING

LONG-TERM SUB - SENIOR MILITARY INSTRUCTOR

Saint Thomas Academy seeks a Senior Military Instructor to serve as a long-term sub beginning January 2020, through the remainder of the 2019-20 school year. This position has the potential to be full-time for the 2020-21 school year. This position will serve as the primary or secondary instructor for senior cadets in Military Leadership 4 and Advanced Military Leadership 4 classes. Responsible to develop, execute and provide supervision in all aspects of leadership development, curriculum, planning and military discipline in accordance with STA regulations and policies. Responsible to develop and maintain a cadet leadership training program so they can efficiently lead the Corps of Cadets.

Represents the department and school interests on the Academic Life Committee. As a member of the committee, the Senior Military Instructor will assess and advise the Commandant of Cadets on issues of leadership, management, military discipline, curriculum, annual planning, logistics, technology, cadet data management and integration of the military program into school life.

Assists the Commandant of Cadets in the following: development and management of the military program and Corps of Cadets Structure at STA; provide oversight to and potentially manage, or moderate the Quartermaster Store, Rifle Team, Trap Team, Ranger Team, Crack Drill Squad and Honor Guard. Formulates policy and develops leadership programs that support the school's mission and goals. Development of and focus on long range planning and goals for the school's independent military leadership program.

Attend all STA events, conferences, fundraisers and athletic events, as prescribed by the Headmaster or the Commandant.

Ensure that the STA military traditions and uniforms are maintained.

Develop a positive working relationship with coworkers, parents and students.

GENERAL RESPONSIBILITIES:

- Support Saint Thomas Academy and the St. Paul/Minneapolis Archdiocese's mission and goals and actively articulate them to the Academy's constituents and the wider community.
- In support of the mission and goals of Saint Thomas Academy, employees will follow all school policies and procedures.
- Actively participate in Military Leadership department functions of the Academy.
- Provide leadership consistent with Catholic teaching. It is expected that all employees respect Catholic doctrine and religious practices. Reasonable accommodation for the religious practice of employees not of the Catholic faith will be provided.

PRIMARY RESPONSIBILITIES:

- Ability to teach military program curriculum (any level)/primary – Instruct Advanced Military IV (senior class).
- Oversees STA Corps of Cadets and development leadership program for company level staff and above. Oversees the functioning and integration of a brigade staff and facilitates senior leaders in the accomplishment of all tasks/events associated in the planning and running of the STA Corps of Cadets.
- Serves as the Department Chair/Operations Officer/S-3; creates annual military short and long range training plan/calendar, coordinates with school administrators in the integration of military activities to the overall school calendar. Serves as the military representative for the Academic Leadership Committee. Assumes the duties of the Commandant in his absence.

JOB QUALIFICATIONS:

- Proven experience as a military company or field grade officer or Senior NCO (all military branches and components, Active, Reserve, Guard or retired). Applicants are not required to be retired military and may still be serving in a reserve capacity.
- Extensive leadership experience at the platoon/company level, or higher
- Experience in staff operations, specifically, operations/plans/training, S-3
- Bachelor's Degree required; Master's preferred
- Proven teaching experience
- Knowledge of the functioning of a student-led Corps of Cadets
- Demonstrated skills in managing and influencing student behavior both through motivational techniques and effective discipline
- Proven organizational skills in educational management, including but not limited to: curriculum development, lesson planning, instructional techniques and assessments
- Strong base of knowledge in leadership philosophies and instruction
- Working knowledge in the instruction of military history and leadership philosophies
- Superb knowledge of military protocol, to include drill and ceremonies

- Superb public speaking skills
- Willing to undertake additional school responsibilities, coaching and /or facilitating student organizations

PERSONAL CHARACTERISTICS:

The next Senior Military Instructor should demonstrate the following personal characteristics:

- Leadership effectiveness shown through decisive behaviors and successful communication
- Strong values and ethics that align with Roman Catholic values, military values and traditions of Saint Thomas Academy
- Innovator, collaborator, networker, and relationship builder
- Strong interpersonal skills
- Positive role model
- Others-oriented
- Passion for the development of adolescent males

FURTHER INSTRUCTIONS:

Interested individuals should submit the following:

- Cover letter outlining your interest in the position and Saint Thomas Academy
- Please include any specific salary requirements
- Current resume, including the last 3 military positions, and all relevant instructional experiences (not to exceed 4 pages)
- Copy of the Officer Record Brief (ORB) or service equivalent
- Copy of last 3 military award citations
- Copy of last 3 military Officer Evaluation Reports (OER) or service equivalent
- Three letters of recommendation
- A statement of educational philosophy, not to exceed 2 pages

Please submit 2 copies of your materials via email or mail to:

Colonel Neil Hetherington (Retired)

Commandant

nhetherington@cadets.com

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Deborah Berglund

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Questions: Contact Colonel Neil Hetherington at nhetherington@cadets.com or (651)683-1547

All materials must be received by 5:00 PM (CST) on Friday, January 10, 2020