



JOB POSTING

MILITARY INSTRUCTOR (NON-JROTC)

Saint Thomas Academy seeks a Military Instructor (Non-JROTC) beginning with the 2022-23 school year to serve as a primary instructor for cadets in Military Leadership classes, grades 9-12. Responsible to develop, execute and provide supervision in all aspects of leadership and character development, curriculum, planning, and military discipline in accordance with STA regulations and policies. Assist in the continuous improvement of and maintenance of cadet leadership training and character development program so cadets can develop and progress through the chain of command to eventually lead within the Corps of Cadets.

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.

Assist the Commandant of Cadets in the following: development and management of the military program and Corps of Cadets structure and organization at STA; assist in providing oversight to the Rifle Team, Ranger Team, Cannon Salute (Cadet Thunder) Crew, Crack Drill Squad, Honor Guard and other co-curricular activities as assigned; formulation of policy and leadership programs that support the school's mission, vision and goals. Assist in the development of and focus on long-range plans and goals for the school's independent military leadership program.

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

Ensure that the STA military traditions, uniform and grooming standards are maintained.

Develop a positive working relationship with coworkers, parents, students and the Saint Thomas Academy community at large.

This position is a 10-month (August through the beginning of June) school year position.

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:

- Primary instructor for Military Leadership.
- Ability to instruct the military program curriculum at all levels and grades.
- Familiarization with military drill and ceremony
- Assistant Quartermaster/Supply Officer.

JOB QUALIFICATIONS:

- Proven experience as a military company or field grade officer or Senior NCO
- Current Reserve Component, National Guard, retired or honorably discharged – Army, Navy, USMC, Air Force, Coast Guard
- Extensive leadership experience at the platoon and company level, or higher
- Experience in staff operations, and planning. Drill instructor experience is a plus.
- Bachelor's Degree required; Master's preferred (civilian education is negotiable based on experience)
- Proven teaching experience preferred
- 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
- Solid base of knowledge in leadership philosophies and instruction
- Working knowledge in the instruction of leadership through military history
- Superb knowledge of military protocol, including drill and ceremonies
- Superb public speaking and writing skills
- Willing to undertake additional school responsibilities; coaching, moderating, and /or facilitating student organizations

PERSONAL CHARACTERISTICS:

The candidate should demonstrate the following personal characteristics:

- Leadership effectiveness demonstrated through exemplary character, ethical decision making and successful communication
- Strong values and ethics that align with Roman Catholic values, military values, and traditions of Saint Thomas Academy
- Innovator, collaborator, networker, life-long learner, and relationship builder
- A servant leader mindset
- 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 your last 3 military positions, and all relevant instructional experiences (not to exceed 4 pages)
- Copy of your Officer Record Brief (ORB), Enlisted Record Brief (ERB), or service equivalent
- Copy of last 3 military award citations
- Copy of last 3 military Officer Evaluation Reports (OER), Non-Commissioned Officer Evaluation Report (NCOER), or service equivalent
- Three letters of recommendation
- A statement of educational philosophy, not to exceed 2 pages

This position is for hire effective on/about 1 August 2022.

Please submit 2 copies of your materials via email or mail by May 31, 2022 to:

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

Position open until filled