



Warthog Squadron

Operations Squadron Superintendent

Job Description

The Cadet Operations Squadron Superintendent is responsible for assisting the commander with the administration of operations related to all events cadets are involved in. Such cadet is the liaison between the Operations Squadron Commander/Staff and the Group Commander and SASI/ASIs.



Operations Squadron Superintendent

Job Description

1. Assists the Commander of the Operations Squadron with all areas related to Operations. Assume command of squadron during commander's absence.
2. Attend and actively participate in staff meetings.
3. Communicate with Commander, SASI and ASIs about progress of any upcoming events. For events being planned you need to make sure that both Instructors are in the loop of everything. Ensure that for any event planned that you have everything you need for the event. Therefore, make sure you communicate with the other Squadron Commanders for assistance in getting the items you need.
4. Assist Squadron Commander, SASI/ASIs in scheduling field trips, base visits and similar extracurricular activities.
5. Supervise the operations teams to ensure all tasks are completed in a timely matter. Establish clearly defined work tasks and schedules for each flight. Ensure strategic plans are included.
6. Ensure staff positions within the squadron are manned.
7. The Superintendent will advise the Operations Squadron Commander and will meet weekly with the SASI/ASIs and

Requirements



The Operations Squadron Superintendent Position is normally assigned to a Junior Cadet (AS-2/AS-3), who displays leadership skills necessary to manage all the tasks assigned to the position.

The minimum rank for this position is a Cadet Technical Sergeant

The minimum Aerospace Science (AS) level for this position is an AS-2

This position is highly recommended for cadets who have successfully completed at least one level of Cadet Leadership training and who have held a leadership position during the previous years.

The Cadet Operations Squadron Superintendent must lead by example in all areas.

Operations Squadron Superintendent



commanders to coordinate team activities and uniform requirements.

8. Ensure Group/CC is informed of all activities related to his/her position.
9. Assist Squadron Commander with all recruiting efforts to fill vacancies and replacements for upcoming departures.
10. Make recommendations to Squadron Commander for promotion moves within squadron.