

Job Description
Squad Leader

PURPOSE

Each EMS class is divided into small groups of between 3 and 6 students. These groups are referred to as "Squads" and are numbered from 1 to 6. Once formed, each squad will remain as a cohesive team working together throughout the semester. Squads will work together during skill practice sessions and will respond to class scenarios when on duty. In addition, squads are encouraged to assemble outside of class to study for written and practical skills exams. Squads are required to meet for mentoring sessions four times per semester. Precedence has shown that a strong squad fosters strong individuals. In an effort to develop leadership skills and encourage accountability, each squad must appoint a member of the squad to be Squad Leader.

DUTIES AND RESPONSIBILITIES

The Squad Leader will serve as the liaison between the Class Commander and the other members of the squad. The Squad Leader is solely responsible for maintenance of the Ambulance and all equipment contained within. Other duties include but are not limited to:

- Serve as role model for the squad members in both manner and dress.
- Maintain Squad Binder and ensures compliance of required documents and document deadlines for each Squad Member.
- Maintain required documentation for all squad members in a timely, accurate and orderly manner.
- Ensure that all squad members have a valid email address and are checking their email and logging on to the class site on a regular basis.
- Attend regularly scheduled Squad Leader meetings with the class instructional staff.
- Assemble and review After Action Report (AAR) documents each week and compile data to present during scheduled Commander Meetings with the class instructional staff.
- Ensure Squad Members are actively participating in assigned
- Ensure that all squad assignments and related duties are assigned and completed as required.
- Encourage, mentor and assist other squad members with class related responsibilities.
- Notify Classroom Commander immediately when a squad member is absent and arrange replacement squad member.
- Perform and document all skills performance evaluations for squad members as assigned.
- Assist other squad members in complying with all class related requirements and rules.
- Provide feedback on all skill and written assignments throughout the semester.
- Lead and foster participation in all activities.