

**St. Tammany Parish School Board**

**Covington, Louisiana  
Job Description**

**TITLE:** Drill Instructor

**(FLSA Status: Exempt)**

- MINIMUM QUALIFICATIONS:**
1. High school diploma
  2. Extensive experience as a drill instructor
  3. Additional criteria as established by the School District

**REPORTS TO:** Principal of Program

**JOB SUMMARY:**

Provides systematic, well-planned drill instruction to students at the Alternative School.

**DUTIES AND RESPONSIBILITIES:**

1. Supervises the behavior of students before school starts, at class change during the lunch period(s) and after school.
2. Supervises and instructs students in marching drill and other physical activities as appropriate.
3. Supervises students during work details.
4. Escorts students to lunch, office, class, etc.
5. Develops and implements strategies to strengthen student’s social skills and promote utilization of school-appropriate behavior.
6. Provides mentoring to assist students with their overall personal and social development.
7. Monitors hallways and classrooms during class time.
8. Provides courteous and prompt service to all internal and external customers including students, parents, and co-workers.
9. Schedules and/or attends conferences with parents.
10. Prioritizes and addresses requests and assignments in a professional manner to develop cooperative relationships.
11. Ensures confidentiality of student and employee records.
12. Identifies opportunities and recommends methods to improve service, work processes and financial performance, e.g. expense management.
13. Assists in the implementation of equality improvement initiatives.
14. Assists co-workers in the completion of tasks and assignments to ensure continuity of service.
15. Orients new co-workers and actively supports teamwork throughout the school district.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Performs other duties as required by the Superintendent.

**PHYSICAL DEMANDS:**

Possesses the physical ability and stamina to perform the essential job responsibilities.

**Terms of Employment:** As contract states.

**The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed and \_\_\_\_\_

Date: \_\_\_\_\_

Agreed to by \_\_\_\_\_

(Incumbent)

\_\_\_\_\_

Incumbent’s Name (Please Print)

\_\_\_\_\_

Employee Identification Number