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| **Position Checklist** |
| **Academic Operations Group Leader** |
| The Academic Operations Group Leader is responsible for providing overall supervision and leadership to the Academic Operations Section he/she is assigned to, and under the direction of the Academic Operations Section Chief. Tasks may be delegated to the appropriate levels (i.e. Departments, Deans, Group leaders, etc.)**Activation*** May be activated at Incident Command, Emergency Response Team, or Senior Leadership Team.
* Responsibilities of the Academic Operations Group Leader should be customized accordingly

**Reports to:*** Academic Operations Section Chief.

**Activation Actions**[ ]  Follow the Common Responsibilities Activation Checklist[ ]  Obtain briefing from Academic Operations Section Chief:* + - Determine resources assigned to the unit, current location and activities.
		- Review assignments within unit and modify based on effectiveness of current operations.
		- If modification requires re-assignment or changes of status of resources, provide resource information to the Academic Operations Section Chief or the Incident Commander.
		- Determine general organizational structure, including identification of other units, departments, and groups operating on the incident.
 | .**Operational Actions**[ ]  Attend Academic Operations briefings.[ ]  Develop tactical assignments, with subordinates, for unit control operations.[ ]  Assign specific work tasks to Unit supervisors and other subordinates.[ ]  Resolve logistical problems reported by subordinates:* Assess communication needs.
* Coordinate staff receive adequate food, liquids, and rehabilitation.
* Request additional resources through approved ordering channels.

[ ]  Report to Academic Operations Section Chief whenever:* Incident Action Plan (IAP) is to be modified.
* Additional resources are needed.
* Surplus resources are available.
* Hazardous situations or significant events occur.

[ ]  Coordinate activities with other Group Leaders and or other appropriate supervisors.[ ]  Attend Planning Meetings at the request of the Academic Operations Section Chief.[ ]  Debrief on shift activities, prior to leaving shift, with Academic Operations Section Chief ( and possibly Research Operations Section Chief, Planning Section Chief or Situation Group Leader.[ ]  Coordinate unit fiscal record-keeping**Demobilization Actions**[ ]  Follow Common Responsibilities Demobilization Checklist. |
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