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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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