



- a. Has overall responsibility for the review of all courses to assure that such courses reflect the most current regulations, practices and learning technology as well as the accuracy of course content; annual review and report to DC-Ed
- b. Has overall responsibility to assure all NASBLA approved courses comply with the latest NASBLA standards. This to include the timely submission, to NASBLA for their approval, of all courses that require such approval
- c. Directly supervise the team of Branch Chiefs responsible for maintenance of courses
- d. Work closely with Division Chief- Course Development in creation, piloting and roll-out of new courses

**DVC-EE                      EDUCATION MEDIA DIVISION CHIEF**

In addition to the general duties, the Division Chief, under the immediate supervision of the Deputy Department Chief, shall be assigned the following duties:

- a. Working with Division Chief- Course Development, and others within the Department, develop electronic presentations to support all Department classroom courses - such support to include Power Point presentations, videos, and CDs, as well as other graphic delivery systems
- b. Set production standards and formats for all electronic projections so they have a common look
- c. Serve as a focal point for all Auxiliarists to share ideas pertaining to electronic projection course support
- d. Directly supervise the activities of the Education Media Branch Chiefs
- e. Provide DC-Ed, DVC-EI and AUXCEN with updated materials quarterly unless no change is noted
- f. Work with Division Chief- Course Management to ensure content is up to date
- g. Regularly review materials and update as needed to reflect newest technology and adult learning style

**DVC-EI                      COMMUNICATIONS SERVICES DIVISION CHIEF**

In addition to the general duties, the Division Chief, under the immediate supervision of the Deputy Department Chief, shall be assigned the following duties:

- a. Manage the "Electronic Library", coordinating with other Division Chiefs for updates and accuracy of materials posted

- b. Be responsible for maintenance of www.cgauxed.org, the Department Web site and make certain that is synchronous with all Department programs
- c. Maintain the Education Department list servers
- d. Provide means for net meetings or on line forums for inter-department communications, if so desired by the staff

**DVC-EH                      PUBLIC INFORMATION DIVISION CHIEF**

In addition to the general duties, the Division Chief, under the immediate supervision of the Deputy Department Chief, shall be assigned the following duties:

- a. Supervise the National Public Education 1-800 Information Hotline
- b. Oversee the branch chiefs appointed to staff the information hotline
- c. Look for ways to increase the visibility of the phone number
- d. Advise the DC-Ed of problems and successes within each district as to locating flotillas in response to the public's requests

**DVC-EP                      PUBLICATIONS DIVISION CHIEF**

In addition to the general duties, the Division Chief, under the immediate supervision of the Deputy Department Chief, shall be assigned the following duties:

- a. Working with the DC-E, DC-Ed, and other Division Chiefs assess and promote ideas to assist Flotillas to increase their Public Education activities and revenues
- b. Develop methods and means by which Flotillas can expand their marketing of collateral products offered by the Education Department
- c. Maintain responsibility for the PE Officer's Guide
- d. Utilizing the DSO-PE cadre as a resource, determine best practices being utilized around the country in public education, assess and pass along to Division Branch Chief for development of the Education Department's newsletter
- e. Communicate regularly with all Division Chiefs and solicit contributions on their projects for the Department newsletter
- f. Provide a "What's New" item monthly
- g. Take whatever additional steps may be necessary to enhance Flotilla-level interest in Public Education

**DVC-ET                      COURSE DEVELOPMENT DIVISION CHIEF**

In addition to the general duties, the Division Chief, under the immediate supervision of the Deputy Department Chief, shall be assigned the following duties:

- a. Develop courses based on need or interest; or-
- b. Use existing, off the shelf products to create Auxiliary-specific courses
- c. Oversee the development of instructor notes and materials
- d. Oversee the development of exams or course exercises as needed
- e. Oversee the development of on line courses
- f. Work closely with Education Media division or publishers for the creation of support materials for classroom courses
- g. Oversee the pilot phase of each new course
- h. Coordinate with AUXCEN for delivery of a final product: course, support materials, exam, certificate

## **BRANCH CHIEFS**

### **Course Management Division**

#### **BC-EMI                      INTERMEDIATE COURSE BRANCH CHIEF**

In addition to the general duties, the Branch Chief, under the immediate supervision of the Division Chief- Course Management shall be assigned the following duties:

- a. Perform maintenance functions for completed courses as assigned by the DVC-EM -such maintenance to include collecting student and member critiques and suggestions affecting such courses
- b. Recommend to Department management changes, quick fixes, and other communications from the Department to the members
- c. Review support materials for accuracy
- d. Respond to errata submitted by the membership in a timely fashion, as requested by the DC-Ed

#### **BC-EMO                      ON-WATER COURSE BRANCH CHIEF**

In addition to the general duties, the Branch Chief, under the immediate supervision of the Division Chief- Course Management shall be assigned the following duties:

- a. Promote and maintain the on water education program

## **Education Media Division**

### **BC-EED                    POWER POINT DEVELOPMENT BRANCH CHIEF**

In addition to the general duties, the Branch Chief, under the immediate supervision of the Division Chief- Education Media, shall be assigned the following duties:

- a. Assist the DVC-EE in the development of Power Point presentations in support of departmental courses
- b. Review materials periodically to ensure that the quality of materials and presentations keep up with improving technology
- c. Work closely with graphics support staff to ensure all appropriate media are being utilized in presentation materials

## **Communication Services Division**

### **BC-EIL                    EDUCATION DEPT LIST SERVE BRANCH CHIEF**

In addition to the general duties, the Branch Chief, under the immediate supervision of the Division Chief- Communication Services, shall be assigned the following duties:

- a. Maintain the Department of Education List Servers

## **Publications Division**

### **BC-EPP                    PE NEWSLETTER EDITOR BRANCH CHIEF**

In addition to the general duties, the Branch Chief, under the direct supervision of the Division Chief – Publications, shall be assigned the following duties:

- a. Format, edit, produce the E Department's newsletter
- b. This publication, except in specific instances where printing will be required, will be published and distributed, periodically, in an electronic format and displayed in the Public Education Media Library
- c. In conjunction with DC-Ed and DVC-EP, create an internal E Department newsletter

### **BC-EPA                    ABC-JUST ONE MORE! EDITOR**

In addition to the general duties, the Branch Chief, under the direct supervision of the Division Chief – Publications, shall be assigned the following duties:

- a. Format, edit, and produce ABC-Just One More! articles for monthly distribution
- b. Solicit input and flotilla success stories from the DSOs-PE as needed
- c. Work with DVC-EI to update the ABC-Just One More! library and archives

## **Course Development Division**

### **BC-ETE TEST DEVELOPMENT & VALIDATION BRANCH CHIEF**

In addition to the general duties, the Branch Chief, under the direct supervision of the Division Chief- Course Development, shall be assigned the following duties:

- a. Develop exams for new courses under oversight of Division Chief- Course Development
- b. Evaluate and provide quality assurance for all testing instruments utilized in Auxiliary Public Education
  - i. This will not include any online testing developed for Americas Boating Course by the contractor, BoatEd
  - ii. Likewise, it will not include any bank of tests questions provided to the Auxiliary by specific states as being mandatory questions to be included in any Auxiliary Public Education courses, or as otherwise required by NASBLA
- c. Undertake an analysis of all existing Auxiliary Public Education tests and where necessary, implement changes to enable the highest standard of validation of questions based upon content of the courses in which they are utilized
- d. Develop a mechanism for periodic review of all Auxiliary Public Education tests to determine their validity and reliability and, where necessary, make changes to improve upon the quality of the tests
- e. Investigate emerging technologies that might improve upon the methods by which Auxiliary Public Education course tests are administered, i.e., online testing, improved legibility and formatting of tests, improved test answer sheets, improved answer key scoring tools, etc.

### **BC-ETO ON LINE COURSES BRANCH CHIEF**

In addition to the general duties, the Branch Chief, under the direct supervision of the Division Chief- Course Development, shall be assigned the following duties:

- a. Assist in the modification of E Department courses for on line and blended course delivery
- b. Work with DCV-EI to establish and maintain these on line and blended courses on the E Department web site

- c. Provide technical resources to ensure on line courses and blended are developed using the most current techniques
- d. Periodically review the courses to make sure they still meet accepted E-learning standards as technology continues to move forward

**BC-ETP                      PILOTING BRANCH CHIEF**

In addition to the general duties, the Branch Chief, under the direct supervision of the Division Chief- Course Development, shall be assigned the following duties:

- a. Assist in development and modification of new courses, working with other course development staff
- b. Coordinate the pilot program for each new course, utilizing 3-4 districts
- c. Assess pilot phase feedback and make corrections to materials as necessary

**Public Information Division**

**BC-EHA(-D)                      PUBLIC INFORMATION BRANCH CHIEF**

In addition to the general duties, the Branch Chief, under the immediate supervision of the Division Chief- Public Information, shall be assigned the following duties:

- a. Have responsibility for staffing the information hotline on a prescribed schedule
- b. Help locate flotillas' PE courses in response to public calls
- c. Be a resource for all questions and direct the person(s) to the appropriate department as needed