

The Role of the Division Educational Officer SO-PE

The Public Education Division team provides staff support to the Flotillas relevant to the public education (PE) mission. The team is the vital link between the District Education Officer and the Flotilla PE staff.

The SO-PE and ASO-PE, if appointed, perform the following tasks and duties:

Administrative

- Present timely reports at Division Meetings
- Maintain a list of all Flotilla (FSO-PE) staff officers so that they may be available to anyone who has questions re: courses and other items pertaining to education in a particular Flotilla
- Maintain a list of, and be familiar with, all courses being offered by the Division Flotillas so that a quick and accurate response can be given to any public inquiry on course content, availability and timing
- Utilizing the same course offering list, coordinate the SO-CS to ascertain that all Division education courses are listed in the applicable media
- All applicable information obtained at District meetings or from the DSO-PE shall be submitted in a written report to the FSO-PE's for distribution to their membership
- Maintain an inventory of all educational material stored at the Division level, especially capital equipment, i.e., projectors
- Maintain communications with the SO-IS regarding instructor qualification criteria and immediately notify the applicable Flotilla if any instructor is nearing a point where he/she will lose their qualifications
- Assist FSOs-PE in developing flotilla education goals, if needed

Liaison

- Periodically request to be invited to Flotilla meetings or Flotilla PE classes to promote educational programs and to assess any opportunities and problems. If it appears that any Flotilla is having problems in maintaining an acceptable number of students during the course of the year, they should be contacted to determine if there is a problem, do they need help and what kind. Periodically review the teaching methods utilized by each Flotilla. Pass information to the FSO's re: new and innovative classroom procedures, teaching aids etc to enhance the educational program
- Present appropriate seminars and workshops at Division functions. This may include verbal reports of District and/or Division meetings
- Maintain liaison with the DSO-PE, SO-MT and SO-IS to take advantage of any areas which avail mutual assistance

Action Items

- Maintain cognizance of the inventory of educational material of the Flotillas in order to be able to direct a FSO to another Flotilla if he/she needs material in a hurry

- Train the ASO-PE during the course of your office in order that he/she may assume and carry out your duties when necessary. Assign him/her as many endeavors as possible. Perform other duties as assigned by the Division Captain and/or Vice Captain
- At the end of your term in office, transfer all material applicable to the functioning of SO-PE to your successor