

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

JROTC INSTRUCTOR

QUALIFICATIONS:

Senior Army Instructor:

- (1) Bachelor's Degree.
- (2) Retired commissioned officer on retired military payroll.
- (3) JROTC Instructor Certification.

Assistant Army Instructor (NCO):

- (1) High School Diploma or equivalent.
- (2) Retired assistant instructor on retired military payroll.
- (3) JROTC Instructor Certification.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of prescribed curriculum and use of current technology. Skill in oral and written communication with students, parents, administration, and staff. Ability to plan and implement instructional activities for maximum effectiveness. Ability to effectively supervise and mentor students.

REPORTS TO:

Principal and Director of JROTC

JOB GOAL

To instruct JROTC cadets and motivate them to be better citizens.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 10

JROTC INSTRUCTOR (Continued)**PERFORMANCE RESPONSIBILITIES:****Planning / Preparation**

- * (1) Create or select long-range plans based on a review of District and state curriculum priorities, student profiles, and instructional priorities.
- * (2) Define goals and objectives for unit and daily plans.
- * (3) Sequence content and activities appropriately.
- * (4) Identify specific intended learning outcomes that are challenging, meaningful, and measurable.
- * (5) Revise plans based on student needs.
- * (6) Plan and prepare a variety of learning activities considering individual student culture, learning styles, special needs, and socio-economic background.
- * (7) Develop or select instructional activities which foster active involvement of students in the learning process.
- * (8) Plan and prepare lessons and instructional strategies which support the school improvement plan and the District and JROTC mission.
- * (9) Select, develop, modify, and / or adapt materials and resources which support learning objectives and address students' varying learning styles, backgrounds, and special needs.

Administrative / Management

- * (10) Manage the JROTC program according to School Board rules, Cadet Command regulations, and procedures.
- * (11) Advise school authorities of laws and regulations affecting the program.
- * (12) Assist recruitment efforts for the JROTC program.
- * (13) Enroll students in the JROTC program.
- * (14) Supervise administrative, supply, and budget components of the JROTC unit.
- * (15) Establish and maintain an organized and safe learning environment.
- * (16) Establish and use appropriate and effective behavior management techniques.
- * (17) Assist in the enforcement of school rules, administrative regulations, and School Board and Cadet Command policies.
- * (18) Use technology resources effectively.

Assessment / Evaluation

- * (19) Develop and use assessment strategies (traditional and alternative) to assist the continuous development of learners.
- * (20) Interpret and use data (including, but not limited to standardized and other test results) toward diagnosis, instructional planning, and program evaluation.
- * (21) Use ongoing assessment to monitor student progress, verify that learning is occurring, and adjust curriculum and instruction.
- * (22) Provide feedback to students about the appropriateness of responses and quality of work with a focus on improving student performance.
- * (23) Communicate, in understandable terms, individual student progress knowledgeably and responsibly to the student, parents, and professional colleagues who need access to the information.
- * (24) Encourage self-assessment by students and assist them in developing plans for improving their performance.
- * (25) Administer standardized tests in accordance with directions provided, including proctoring and secure handling of materials.
- * (26) Evaluate the effectiveness of instructional units and teaching strategies.

Intervention / Direct Services

- * (27) Demonstrate knowledge and understanding of curriculum content.
- * (28) Communicate high expectations for learning for all students.
- * (29) Apply principles of learning and effective teaching in instructional delivery.
- * (30) Monitor learning activities, providing feedback and reinforcement to students.

JROTC INSTRUCTOR (Continued)

- * (31) Coach at least one JROTC extracurricular activity; i.e., drill team, rifle team, or color guard.
- * (32) Provide quality work for students which is focused on meaningful, relevant, and engaging learning experiences.
- * (33) Provide instruction on safety procedures and proper handling of materials and equipment.
- * (34) Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others, by role modeling and learning activities.
- * (35) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting action.

Collaboration

- * (36) Maintain good relationships with the school administration, faculty, and student body.
- * (37) Represent the Department of the Army locally in matters relating to JROTC.
- * (38) Work with school and community officials, cure groups, parent-teacher groups, and other individuals or groups to broaden understanding of JROTC.
- * (39) Provide accurate and timely information to parents and students about academic and behavioral performance of students.

Staff Development

- * (40) Engage in continuing improvement of professional knowledge and skills.
- * (41) Assist others in acquiring knowledge and understanding of JROTC.
- * (42) Keep abreast of developments in instructional methodology, learning theory, curriculum trends, and content.

Professional Responsibilities

- * (43) Model professional and ethical conduct and adhere at all times to the Code of Ethics and Principles of Professional Conduct.
- * (44) Perform all professional responsibilities.
- * (45) Prepare all required reports and maintain all appropriate records.
- * (46) Maintain confidentiality of student and other professional information.
- * (47) Comply with policies, procedures, and programs.
- * (48) Exercise appropriate professional judgment.
- * (49) Support school improvement initiatives by active participation in school activities, services, and programs.
- (50) Perform other duties as assigned.

Student Growth / Achievement

- * (51) Ensure that student growth / achievement is continuous and appropriate for age group, subject area, and / or student program classification.
- * (52) Establish and maintain a positive, collaborative relationship with students' families to increase student achievement.

*Essential Performance Responsibilities