



# Mobile County PUBLIC SCHOOLS

## **Job Description Title – LEADERSHIP OFFICER TRAINING CORPS INSTRUCTOR**

### **Position Summary:**

The Leadership Officer Training Corps Instructor (LOTIC) is responsible for coordinating with school officials and District Career Technical personnel to establish procedures relating to the administration, control, and education of students enrolled in the (LOTIC) Middle School Leadership Program.

**SUPERVISED BY/REPORTS TO:** Principal or his/her designee and/or the District LOTIC Director of Instruction

**FLSA Designation:** Exempt

### **QUALIFICATIONS:**

1. Must be a citizen of the United States.
2. Must have served in one of the six armed services and attained the rank of Non-commissioned Officer (Grade E-6 through E-9), Warrant Officer (Grade WO-1 through WO-5), or Commissioned Officer (Grade O-1 through O-6).
3. May be retired from Active duty or Reserves / National Guard. Candidates may also be serving part-time in the Reserves / National Guard.
4. Must possess a minimum of an associate degree...bachelor's degree preferred.

### **KNOWLEDGE:**

Required to perform simple math; read technical information, compose a variety of documents, and analyze situations to define issues and draw conclusions. Understands applicable laws, codes, regulations, policies and procedures of the LOTIC program and the school district.

### **LANGUAGE SKILLS:**

Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as the Alabama Course of Study, safety rules, Individual Education Plans (IEPs), operating and maintenance instructions, procedure manuals, governmental regulations, professional journals, and any other instructional documents deemed necessary to carry out the requirements of the job. Ability to write routine reports and correspondence that conform to prescribed style and format.

### **INTERPERSONAL SKILLS:**

Works well with others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Promotes positive interactions with others. Ability to remain calm in stressful situations and to be resilient and flexible in the face of change. Teachers must ensure that all their social media accounts are professional and appropriate.

**REASONING ABILITY:**

Ability to identify and define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions. Cognitive flexibility to shift thinking or attention in response to individualized student needs, problem solving steps, and/or a new or unexpected situation.

**COMPUTER SKILLS:**

General knowledge of computer usage and ability to use email, internet software, and Microsoft Office software. Must learn other software used by the district.

**PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:**

*Duties include, but are not limited to:*

1. Provides comprehensive educational instruction to students enrolled in the LOTC program.
2. Assesses and documents student leadership skills and LOTC academic skills.
3. Develops and implements instructional lesson plans utilizing the CHiSL (Character Health & Fitness Service Leadership) curriculum materials provided by Mobile County Public School System. Has lesson plans available for review by school administrators.
4. Maintains documentation of student progress. Submits grades and grade reports according to the schedule established at the school.
5. Implements appropriate instructional techniques based on individual student needs.
6. Collaborates with general education staff, special education staff, guidance counselors, and school administrators, as needed, to maximize program effectiveness.
7. Performs administrative and logistical tasks related to LOTC program management as directed by the LOTC Director of Instruction.
8. Maintains fundraising accountability as required by school and District policies.
9. Coordinates with their affiliated JROTC programs to plan, organize and conduct LOTC extracurricular and cocurricular activities.
10. Supervises extracurricular and cocurricular activities.
11. Maintains inventory control of all district furnished equipment/materials, including annual wall-to-wall inventory. Performs simple preventative maintenance of training aids and devices. Surveys old and worn uniforms and other property.
12. Provides a classroom climate and learning experience that will further the emotional, physical, social, and mental development of the students. Teaches in large and small groups. Motivates at-risk students and demonstrates sensitivity to various family and cultural patterns in planning classroom activities. Monitors student engagement and assess the accomplishments of students in a timely manner while providing progress reports as required.
13. Participates in job-related meetings, duties, activities, and trainings related to the position. Participates in personal professional growth activities focused on the acquisition of new and improved skills and knowledge. Performs such duties as called upon by the school administration that are normally assigned to other staff members, such supervision duty and committee participation.
14. Establishes and maintains a cooperative and effective working relationship with school authorities, faculty, staff, and student body
15. Keeps the administration abreast of problems, issues, and successes of the LOTC Program.
16. Performs any other duties assigned by the school administration, or the district LOTC Director of Instruction.

**PHYSICAL REQUIREMENTS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job:*

- The employee is regularly required to speak and listen.
- The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, or squat. The employee may be on their feet standing for over an hour.
- The employee may regularly lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.

**OTHER DUTIES:**

Participates in various student and parent activities of the school, including, but not limited to, PTA or PTO, student clubs, and after school activities.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- Is exposed to weather conditions (i.e., cold and heat) when teaching outside the building.
- Is exposed to various noise levels in the classroom depending on activities.
- May be exposed to humidity, wind, and pollen when conducting outside activities.
- May be exposed to bloodborne pathogens.
- May travel to other school campuses in-district and out-of-district for LOTC related functions.

**EVALUATION**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified Employees. Evaluation will be conducted by the building principal or his/her designee.

**TERMS OF EMPLOYMENT**

9-months (187 days) 8 hours per day usually Monday through Friday. Daily work schedule will be determined by the principal or his/her designee. Work assignments and schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

**SALARY**

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.