



# Mobile County PUBLIC SCHOOLS

## Job Description Title – JROTC INSTRUCTOR

### Position Summary:

The Assistant Army Instructor, JROTC is responsible for assisting the Senior Army Instructor in coordinating with school officials and District JROTC personnel to establish procedures relating to the administration, control, and education of students enrolled in the Junior ROTC program.

**SUPERVISED BY/REPORTS TO:** Principal or his/her designee and/or the District JROTC Commander

**FLSA Designation:** Exempt

### QUALIFICATIONS:

1. Must be a citizen of the United States.
2. Must have retired from the active Army within the last five years with at least twenty years of honorable service.
3. Must be certified by the US Army to teach the Army JROTC program.
4. Must possess a minimum of a high school diploma (Must possess an AA degree within five (5) years of hire date).
5. Must have a rank of Staff Sergeant, Sergeant First Class, Master Sergeant, First Sergeant, Sergeant Major, or Command Sergeant Major or Warrant Officer.
6. Some college background is preferred.

### KNOWLEDGE:

Required to perform basic 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 U.S. Army 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:**

*Complies with all regulatory guidelines outlined in Cadet Command Regulation 145-2, JROTC Program Organization, Administration, Operation, Training and Support and Cadet Command Regulation 145-8-3, Organizational Inspection Program. Duties include, but are not limited to:*

1. Provides comprehensive educational instruction to students enrolled in the JROTC program.
2. Assesses and documents student leadership skills and JROTC academic skills.
3. Develops and implements instructional lesson plans utilizing the JROTC four phase lesson plan and curriculum materials provided by US Army Cadet Command. 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. Complies with the requirements outlined in the annual JROTC Curriculum Implementation Plan.
7. Collaborates with general education staff, special education staff, guidance counselors, and school administrators, as needed, to maximize program effectiveness.
8. Performs administrative and logistical tasks related to JROTC program management as directed by the Senior Army Instructor.
9. Maintains technical proficiency in the administrative, logistical, and cadet data components of the Joint Unit Management Reporting System and JCIMS.
10. Maintains fundraising accountability as required by school and District policies.
11. Coordinates with all JROTC department personnel to plan, organize and conduct JROTC extracurricular and co-curricular activities to meet requirements established in the Unit Report and Cadet Command Regulation 145-2. Supervises extra-curricular activities.
12. Maintains inventory control of all government 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. Arranges for the cleaning and tailoring of uniforms. Requisitions all government furnished equipment (includes uniforms, training aids, books, drill rifles, and organizational equipment).
13. 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.
14. 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.
15. Establishes and maintains a cooperative and effective working relationship with school authorities, faculty, staff, and student body.
16. Keeps the Senior Army Instructor and if needed the administration abreast of problems, issues, and successes of the JROTC Program.
17. Performs any other duties assigned by the SAI, the school administration, or the district JROTC Command.

## **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/teams.

## **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 JROTC 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**

11-months (222 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. **Subject to requirements for required Summer Work as per the District JROTC Supervisor.** 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. Salary is split between the School District and the U.S. Army.

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.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.