



Mobile County PUBLIC SCHOOLS

Job Description Title – DIRECTOR OF ARMY INSTRUCTION (DAI)

SUPERVISED BY/REPORTS TO: Executive Director of Career and Technical Education.

FLSA Designation: Exempt

JOB SUMMARY: Serves as the Central Office Administrator and Supervisor of the school system's Junior Reserve Officer's Training Corps (JROTC) and Leadership Officer Training Corps (LOTTC).

QUALIFICATIONS:

- Must be a citizen of the United States.
- Must be retired from the active Army with at least twenty (20) years of honorable service and be certified by the US Army and the State of Alabama to teach the Army JROTC program.
- Must have a minimum of a Bachelors degree (Masters preferred) from a regionally accredited college or university, with the rank of Colonel or Lieutenant Colonel.
- Must attach a resume and transcript to your online application.
- Must have extensive knowledge and background concerning the JROTC program.
- Must have a minimum of three (3) full years of experience as a Senior Army Instructor.
- Must meet and maintain medical and personal appearance standards as directed by the United States Army.
- Ability to meet suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Regular and punctual attendance; full compliance with system sick leave and personal leave policies.

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 and respects 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. Ability to effectively present information and respond effectively to questions in one-on-one situations and promotes positive interactions with other faculty members and stakeholders. Teachers should be sure that all their social media accounts are professional and appropriate. Does not project personal beliefs or biases onto students or faculty members.

REASONING ABILITY:

Ability to plan, organize, develop, and conduct a comprehensive teaching and instruction program in the visual arts course being taught for students in the district. Ability to identify and define problems, collect data, establish facts, and draw valid conclusions.

COMPUTER SKILLS:

General knowledge of computer usage and ability to use email, internet software, and word processing software. Must learn other software used by the district, i.e., PowerSchool, Schoology etc. Must be able to develop and/or facilitate an online course.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required to do the job. An employee must meet these to perform the essential functions of this job successfully and satisfactorily.

1. Principal advisor to the Board of Commissioners, Superintendent, and Staff on all matters pertaining to the Army and Navy JROTC programs.
2. Principal advisor to the Board of Commissioners, Superintendent, and Staff on all matters pertaining to the District's LOTC (Leadership Officer Training Corps) Middle School Programs.
3. Supervises and administers the Army and Navy JROTC programs in accordance with law, Army and Navy regulations, policies, and principals.
4. Supervises all JROTC and LOTC instructors in matters pertaining to their instructor status, program administrative duties, and instruction of curriculum subjects.
5. Serves as the central focus on all matters pertaining to personnel, operations, curriculum, administration, and supply matters for the JROTC and LOTC programs.
6. Represents the Department of the Army locally in all matters relating to the JROTC program.
7. Assists enrollment efforts for the JROTC programs (Army and Navy) and supports school officials in the conduct of these programs.
8. Provides guidance and publishes policies relating to the administration, conduct, and training of JROTC cadets.
9. Establishes a point of contact between all active-duty Department of Defense organizations and military related organizations in matters affecting the Army and Navy JROTC programs.
10. Plans, conducts, and evaluates extra-curricular activities of the JROTC and LOTC programs and implements changes as required.
11. Interviews and selects qualified instructors for the JROTC and LOTC programs, in coordination with Human Resources Division and the High School and Middle School Principals.

12. Informs administrators, teachers, and others of content area trends and developments.
13. Prepares and administers budgets.
14. Performs other duties as identified by the Deputy Superintendent of Academic Affairs and reports to the Executive Director of Career & Technical Education.

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 and may be on their feet standing for over an hour. The employee may regularly lift and/or move up to 10 pounds and occasionally may lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.

WORK ENVIRONMENT:

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

Works in an office environment. The noise level is usually low to moderate but occasionally high depending on building activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens.

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 Executive Director of Career & Technical Education or his/her designee.

TERMS OF EMPLOYMENT

Work periods are 12-months (260 days) 8 hours per day usually Monday through Friday. Daily work schedule will be determined by the Executive Director of Career & Technical Education or his/her designee. Work assignments and schedules are subject to change. This position requires occasional work at nights and on weekends. 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.

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.