

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
JROTC INSTRUCTOR

1. 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.

2. 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.

3. 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.

JROTC INSTRUCTOR (Continued)

4. 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.
- _____ 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.

5. 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.

6. 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.

7. 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.

JROTC INSTRUCTOR (Continued)

8. STUDENT GROWTH / ACHIEVEMENT

INDICATORS

- _____ 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.
- _____ 53. _____

9. ASSESSMENT AND OTHER SERVICES

- _____ 54. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 55. The accurate and timely filing of all school reports
- _____ 56. The completion of required professional development services.
- _____ 57. The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.
- _____ 58. Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I – Clearly Indicated
NE – Not Evident

INTERACTION DATES

Formal Observations

Informal Observations

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Signature of Evaluator / Date)