

## SCHOOL DISTRICT OF GADSDEN COUNTY

### JOB DESCRIPTION

#### DIRECTOR OF JROTC

**MILITARY TITLE: DIRECTOR OF ARMY INSTRUCTION (JROTC)**

**QUALIFICATIONS:**

- (1) Bachelor's Degree with valid United States Army Instruction Certification in JROTC.
- (2) Retired Commissioned Officer from Army and on retired military payroll.
- (3) Have no military court-martial or civilian convictions.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to organize, manage time and prioritize duties. Possess good interpersonal and communication skills. Knowledge of student database system. Knowledge of federal, state and District rules, policies and laws related to assigned program. Ability to effectively use problem-solving skills. Possess interpersonal skills essential to motivate student learning and participation in program. Knowledge of state statutes, State Board rules and local School Board policies related to graduation requirements, college entrance requirements and eligibility for military induction.

**REPORTS TO:**

Superintendent

#### JOB GOAL

To ensure proper implementation of the United States Army JROTC Program within the District in a manner to meet or exceed all District standards of excellence.

**SUPERVISES:**

Property Book Officer / Personnel NCO  
Secretary  
JROTC Instructors

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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. 11**

**DIRECTOR OF JROTC (Continued)****PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Act as the District's representative in all interface and coordination actions with the United States Army regarding regulatory implementation of the program.
- \* (2) Represent District JROTC instructor staff in all areas of the execution of their duties and responsibilities.
- \* (3) Serve as member of the Superintendent's District-wide Executive Leadership Team as requested by the Superintendent.
- \* (4) Assist department staff in keeping up-to-date and well-informed about issues and changes in assigned area of responsibility.
- \* (5) Oversee and provide budget control in assigned area.
- \* (6) Formulate, plan and manage implementation of optional hours of curriculum above that which is mandated.
- \* (7) Design Master Training Schedule to meet individualized student needs and submit for approval.

**Interagency Communication and Delivery**

- \* (8) Communicate, through proper channels, to keep the Superintendent informed of impending problems or events of unusual nature.
- \* (9) Maintain contact with other school districts, governmental agencies and other appropriate organizations related to assigned areas.
- \* (10) Collaborate with other departments and divisions.
- \* (11) Use effective communication strategies to interact with a variety of audiences.
- \* (12) Set high standards and expectations for self and others.

**Professional Growth and Improvement**

- \* (13) Participate in District management meetings and other activities to enhance professional growth.
- \* (14) Manage and administer personnel development through training, inservice and other developmental activities.
- \* (15) Promote and support professional development for self and others.
- \* (16) Select, preview, evaluate and disseminate recent and relevant professional materials.

**Systemic Functions**

- \* (17) Keep abreast of legal requirements and proposed changes in area of responsibility and provide advice to the Superintendent as to their impact on the District.
- \* (18) Exhibit support for the District's vision, mission, goals and priorities.
- \* (19) Make and share decisions in a timely manner.
- \* (20) Address personnel problems promptly and directly.
- \* (21) Respond quickly to emergency situations.
- \* (22) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (23) Oversee the delivery of services and provide for coordination to ensure maximum value from available resources.
- \* (24) Prepare all required reports and maintain all appropriate records.
- (25) Perform other duties as assigned.

**Leadership and Strategic Orientation**

- \* (26) Provide leadership and management for the District's United States Army JROTC Program.
- \* (27) Assist in the development of short- and long-range District plans.
- \* (28) Promote cooperative relationships and coordinated efforts to facilitate the instructional program.
- \* (29) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- \* (30) Anticipate potential problems and design processes and procedures to address them.
- \* (31) Facilitate problem-solving by individuals and groups.

**DIRECTOR OF JROTC** (Continued)

- \*(32) Perform such duties and responsibilities associated with the American Disabilities Act and OSHA as they relate to assigned areas.

\*Essential Performance Responsibilities