Richland County CUSD#1

JROTC INSTRUCTOR

Qualifications:
1. Proper certification as required by the U.S. Army.
2. Retired Army Noncommissioned Officer E-7 or above.
3. Meet Army height/weight and moral standards.

Reports: Senior Army Instructor/Building Administration/Superintendent

Supervises: Students, JROTC Staff, and Drill Team/Rifle Team

Employment: 200 days (10 months)

Performance Responsibilities:

1. Responsible for the health and welfare of all assigned cadets. Maintain appropriate professional relationships with all cadets and/or students.

2. Supervises the training and personnel actions of all cadets.

3. Supervises and advises the Senior Army Instructor in the planning and execution of individual and collective training.

4. Conducts unit level professional development for all staff and assistant staff members.

5. Maintains property accountability of all assigned military and school property.

6. Conducts security inspections as required.

7. Conducts property inventories and reconciles balances by ordering needed equipment.

8. Maintains appropriate level of physical fitness, and height/weight standards as established by the Army.

9. Develop course syllabus outlining test dates, project due dates, and specific grading policies in accordance with the cadet handbook.

10. Attend summer camp with cadets (usually 1 week in June).

11. Army credit card holder responsible for correct use of credit card and submitting required reports as necessary.

12. Works through the summer months to insure appropriate levels of uniforms, equipment, and textbooks are on hand at the beginning of the school year.

13. Coaches either the Drill team or Rifle team and is the assistant coach to the other team.

14. Coordinate directly with appropriate vendors for repair and cleaning of Army equipment used in the JROTC program.

15. Establish a fund raising program to support JROTC extra-curricular activities.

16. Meets and instructs classes in the locations and at the times designated.

17. Develops and maintains a classroom environment conductive to effective learning.

18. Prepares for classes assigned and shows written evidence of preparation upon request of building administrator, which will serve as preparation materials for a substitute teacher when necessary.

19. Works with students to establish and maintain standards of classroom behavior.

20. Employs a variety of instructional techniques.

21. Plans a program of study that, as much as possible, meets the individual needs, interests and abilities of the students.

22. Implement by instruction and action the district's philosophy of education and instructional goals and objectives.

23. Assists the administration in implementing all policies and rules governing student life and conduct, maintains order in area(s) supervised in a fair and just manner.

24. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.

25. Evaluates student progress as required by Board of Education policy and administrative directive.

26. Works cooperatively with other school personnel in the identification, diagnosis, referral and remediation of individual students with specialized needs.

27. Maintains accurate, complete and correct records as required by law, district policy, and administrative regulation.

28. Assists in upholding and enforcing school rules, administrative regulations and Board policy.

29. Makes provision for being available to students and parents for education related purposes outside the instructional day when requested.

30. Attends and participates in faculty meetings.

31. Cooperates with other members of the staff in planning instructional goals, objectives, and methods.

32. Assists in the selection of books, equipment and other instructional materials.

33. Accepts a share of responsibility for co-curricular and extra-curricular activities as assigned.

34. Works to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of all assigned students.

35. Provides for his/her own professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.

36. Maintains appropriate relations with all support services personnel.

37. Acquaints himself/herself with and utilize available district and community resources.

JROTC Instructor _____

Principal _____

Date _____

Signatures above indicate that employee has reviewed his/her job description with immediate supervisor and understands a copy will be placed in the personnel file.

Adopted June 21, 2001
Revised December 18, 2014