International Leadership of Texas

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: Director of Operations, Marine Corps JROTC Programs
Reports to: Executive Director, MCJROTC

Exemption Status/Test: Exempt

Date Revised: 06/2024

Dept./School: International Leadership Administrative Staff

Primary Purpose:

Assists the ILTexas' Executive Director for Marine Corps JROTC to ensure on behalf of the school district and Marine Corps JROTC that the Marine Corps JROTC programs at the individual campuses are administering the program in accordance with Marine Corps Orders , applicable laws, regulations, and established policies so that each student may derive the maximum benefit from participation in the program. Maintains appropriate liaison with MCJROTC HQ and serve as conduit for operational support and administration to the individual campus programs.

Qualifications:

Education/Certification:
Associate's degree or higher from accredited university
Retired Marine with minimum of 20 years of active service
Proof of Certification as JROTC Instructor

Special Knowledge/Skills:
Knowledge of core academic subject assigned
Knowledge of curriculum and instruction
Experience in coordinating and executing large competitive events
Superb supervisory skills
Strong organizational, communication, and interpersonal skills

Experience:
20 years or more of military experience
5 years or more as Marine Instructor at a MCJROTC or NJROTC program

Major Responsibilities and Duties:

Instructional Management/Operational Oversight

1. Serves as Director of Operations for MCJROTC units located at multiple campuses monitoring instructional and managerial processes to ensure that MCJROTC program activities are producing desired outcomes.

2. Assists instructors with obtaining appropriate resources and materials to accomplish educational goals, support extracurricular requirements, and program events.

3. Plan, coordinate, and participate in MCJROTC cadet leadership camp.

4. Manages the MCJROTC budget to include planning, execution, and reporting.

5. Coordinate with Director of Supply to ensure adequate program logistics.

School District/Organizational Climate

6. Communicates and supports expectations established by the Executive Director that are consistent with MCJROTC and school district objectives.

7. Facilitates fostering a cooperative climate with district personnel, campus leaders and instructors.

School District/Organizational Improvement

8. Assist and support MCJROTC instructors on focusing activities that accomplish the MCJROTC program mission of building .responsible citizen-leaders.

9. Directs and assists instructors on development, maintenance, and use of appropriate information systems and records required for attainment of program goals.

Personnel Management

10. Provides input to the Executive Director on evaluation and assessment of MCJROTC instructors and their respective programs.

11. Assists the Executive Director and principal(s) with the orientation of new instructors.

Administration & Fiscal/Facilities Management

12. Identifies, reviews, and analyzes resource, facility, and equipment needs.

13. Schedules activities and secures resources needed to accomplish goals.

14. Assists in the implementation of policies established by federal law, JROTC regulations, state law, State Board of Education rules, and the local board of education with respect to the MCJROTC program.

15. Reports to the Executive Director and higher military headquarters on the status of performance and outcomes.

16. Determines funding requirements based on documented program needs.

Student Management

17. Implements and supports MCJROTC, district, and campus standards and rules of conduct.

Professional Growth & Development

18. Uses information provided through assessment instruments and a professional growth plan to improve performance.

19. Participates in professional development programs, disseminates ideas and information to other professionals.

20. Complete all required professional development as directed by MCJROTC Headquarters.

21. Participates in professional organizations.

School/Community Relations

22. Provide and support opportunities for MCJROTC cadet participation in, and support of, school community service, events, and activities.

23. Projects a positive image of ILTexas to the community.

Additional Duties

24. Any and all other duties as assigned by your immediate supervisor.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment; *[P.E. teachers: automated external defibrillator (AED)]*
Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting
Motion: Frequent standing and walking.
Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move boxes of uniform items and equipment
Environment: Work inside, may work outside; regular exposure to noise
Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____