

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	JROTC - Army Instructor	Wage/Hour Status:	Exempt
Reports To:	Principal	Date Revised:	3/22/17
Dept./School:	Campus		

Primary Purpose:

Responsible for leading, managing, and implementing the overall JROTC unit program for 9th & 10th grade students according to national, state, and district standards. When directed, is responsible for property management and budget control and assists the Senior Army Instructor in the administration of the automated cadet record system (JUMS) and reporting for military and district information.

Qualifications:

Education/Certification:

Bachelor's Degree (preferred) or Associate's Degree five years from the date of hire from an accredited college or institution recognized by the Department of Education (DOE) or the Council of Higher Education Accreditation (CHEA)

Military Education Level (MEL-4) (Command Sergeant Major Academy) (preferred)

Valid Texas teaching certificate with required endorsements

Special Knowledge/Skills:

General knowledge of curriculum and instruction

Knowledge of JROTC curriculum as outlined by Cadet Command

Ability to instruct students and manage their behavior

Strong organizational, communication, interpersonal and automation technology skills

Security checks and clearances per Cadet Command & school district requirements

Meet current height and weight standards as outlined in appropriate Army Service regulations

Experience:

Retired Army active duty or gray area Reserve/National Guard non-commissioned officer (up to Colonel O-6); Warrant Officer W2-4

Eligible to obtain Federal JROTC instructor certification

Demonstrated troop level experience and executive staff experience

Major Responsibilities and Duties:

Instructional Strategies

Implement and coordinate the Army's national curriculum, lesson plans, curriculum extra-curricular

Job Title: JROTC - Army Instructor

activities, and objectives with other content areas in order to provide for transfer of learning and knowledge

Instruct 180 hours of military directed subject materials in classroom and leadership laboratory environment

Develop and implement lesson plans that fulfill the requirements of the Army and district curriculum program and show written evidence of preparation as required

Prepare lessons that reflect accommodation for individual student differences. Present the subject matter according to guidelines established by Cadet Command, Texas Education Agency, Board policies, and administrative regulations

Plan and use appropriate instructional/learning strategies, activities, materials, and technology that reflect accommodation for individual needs of students assigned

Conduct assessment of student learning styles and use results for instructional activities

Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established by Individual Education Plans (IEP)

Cooperate with other members of the staff in planning and implementing instructional goals, objectives, and methods according to district requirements

Compile, maintain, and file all reports, records, and other documents required

Coordinate, collaborate, and compile data for data records in the automated cadet database (JUMS)

Plan and supervise purposeful assignments for teacher aide(s) and or volunteer(s)

Integrate appropriate technologies in the teaching/learning process

Student Growth and Development

Assist students in analyzing and improving methods and habits of study

Consistently assess student achievement through formal and informal testing

Determine and supervise cadets who serve in key leadership positions (command and staff)

Administer, advise, and appraise extracurricular teams (drill, rifle, physical training, and academic challenge)

Assumes direct responsibility for the development of appropriate behavior of students within the school setting by establishing and maintaining effective discipline and management procedures

Counsel, mentor, and tutor cadets as needed

Administer, advise, coordinate, and supervise special activities or events such as the annual military ball, drill meets, and summer leadership camp, football game support, college visits, business/corporation visits

Support the mission of JROTC and the school district

Classroom Management and Organization

Develop and maintain a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students

Manage student behavior in the classroom and administer discipline according to board policies, administrative regulations, and IEPs

Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities

Coordinates instructional activities and collaborates with other professional staff, both school and non-school-based, as required to maximize learning opportunities

Assist in the selection of appropriate instructional materials

Communication

Establish and maintain open lines of communication with students and their parents, principals and other colleagues

Maintain a professional relationship with all colleagues, students, parents, and community members

Keep the principal fully informed with respect to conditions and needs of the classroom and of new techniques and materials being used

Implement and maintain communication and coordination with the school faculty and staff to promote cadet involvement in school activities, cadet recruitment and retention

Professional Growth and Development

Attend and participate in in-service and staff development activities and staff meetings as required or assigned

Participate in staff development activities to improve job-related skills

Demonstrate behavior that is professional, ethical, and responsible

Compile, maintain, and file all physical and electronic reports, records, and other documents as required

Promote professional improvement through reading educational journals and books, exploring educational research, enrolling in college courses, participating in staff development activities, and membership in professional organizations

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Policy Implementation

Uphold and enforce Cadet Command regulations, school rules, administrative regulations, district

Job Title: JROTC - Army Instructor

philosophy, board policies, and present subject matter according to established guidelines

Keep informed of and comply with state, district, and school regulations and policies for classroom teachers

Compile, maintain, and file all reports, records, and other documents required

Attend and participate in faculty meetings and serve on staff committees as required

Supervisory Responsibilities:

Coordinate and supervise Army Instructors assigned to the feeder system

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); ability to instruct, interpret policy and maintain emotional control under stress

Physical Demands/Environmental Factors:

Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds; prolonged use of computer and repetitive hand motions

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 3-22-17

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor have the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____