

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	JROTC	<b>Wage/Hour Status:</b>	Exempt
<b>Reports To:</b>	Principal	<b>Pay Range:</b>	820/830
<b>Dept./School:</b>	Campus	<b>Date Revised:</b>	04/12/2019

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**Primary Purpose:**

Responsible for leading, managing, and implementing the overall JROTC unit program according to national, state, and district standards. Leads other assigned instructors in promoting cadet intellectual, social, patriotic, character education, and physical growth. Responsible for managing and implementing the military service's national education curriculum and program requirements to include the preparation, planning, coordination, and supervision of all co-curricular service learning, special activities or events (military ball, drill meets, honor guards, and other extra-curricular activities). Supervises property management and budget controls for the unit and administers the automated cadet record system (JUMS) and reporting for military and district information

**Qualifications:**

**Education/Certification:**

- Bachelor's Degree / Master's Degree (2.5 GPA strongly preferred)
- Military Education Level (MEL-4) (Command and General Staff College) (preferred)
- Teacher Certification with required endorsements for subject/level assigned

**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

**Experience:**

- Retired Army active duty or gray area Reserve/National Guard 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 activities, and objectives with other content areas in order to provide for transfer of learning and

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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

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

Participate in staff development activities to improve job-related skills. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers

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

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

**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.

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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 professional and open lines of communication with students and their parents, principals, colleagues and community members

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**

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 supervisors

Follow attendance policy as assigned by supervisor

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

**Policy Implementation**

Willing to wear the appropriate Service uniform and meet personal grooming standards as outlined in Service Regulations

Uphold and enforce Cadet Command regulations, school rules, administrative regulations, district 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, in-service, staff development 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:**

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

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**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:** 4-12-19

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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:** \_\_\_\_\_