



## Crete-Monee School District 201-U

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### JOB DESCRIPTION

**TITLE: NNDCC/NJROTC Instructor**

#### **Purpose Statement**

The position of NNDCC (NJROTC) instructor has been established for the purposes of providing instruction and supervision to students enrolled in the Naval National Defense Cadet Corp at Crete-Monee High School. It is intended to help students learn any and all related subject matters that will contribute to their college and career ready development.

#### **Reports To**

Building Principal  
Assistant Principal

#### **Essential Functions & Job Responsibilities**

##### *PLANNING AND PREPARATION*

- Prepare for classes assigned and show written evidence of preparation upon request of the immediate supervisor.
- Plan and supervise assignment for teacher aides, student teachers, and volunteers.
- Plan and implement instruction using methods, materials, and instructional groups which are most appropriate for meeting district goals and objectives.
- Set instructional outcomes that represent high expectations for learning and are connected to a sequence of learning
- Design formative and summative assessments aligned to instructional outcomes and use results to plan future instruction for students

##### *CLASSROOM ENVIRONMENT*

- Create a classroom environment that is conducive to learning and appropriate to the maturity, interest and abilities of students.
- Set and maintain appropriate standards of classroom behavior that are consistent with administrative policies and develop rules for classroom behavior which are enforced in a fair and just manner.
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Assist in upholding and enforcing school rules, administrative regulations, and Board policy in all environments and at all times.

##### *INSTRUCTION*

- Plan a program of instruction for each student that incorporates diagnosis, prescription, instruction, and evaluation in the context of the latest instructional models.
- Ensure each student's work is meaningful, aligned to the learning targets, balanced, and appropriate so that it promotes the overall well-being of the student.

- Provide quality instruction as defined by the CM201U Evaluation for Professional Personnel for student population in the locations and at the times designated.
- Employ a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student group involved.
- Assess and analyze student performance on a regular basis, using appropriate assessment tools.
- Provide required reports on student progress and communication with parents as deemed necessary.
- Work 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.

#### *PROFESSIONAL RESPONSIBILITIES*

- Demonstrate support, through instruction and action, for the Mission, Beliefs, and Goals of the Crete-Monee School District 201-U.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Maintain complete, accurate, and correct records as required by law, district policy, and administrative regulation.
- Communicate with colleagues, students, parents, and the community as needed to meet professional standards.
- Make provision for being available to students and parents for education-related purposes outside the instruction day, when required or requested to do so under reasonable terms.
- Attend building and district meetings and serve on committees to promote effective communication, efficient operation, and a strong instructional program.
- Serve on district committees which develop curriculum and enhance instruction; committee work beyond the regular school day will follow guidelines established in policy.
- Contribute to the decisions made by the district and building regarding budget, facilities, curriculum, professional development, and personal well-being.
- Establish and maintain cooperative relations with others.
- Take an active part in the district approved teacher evaluation process.
- Provide for individual professional growth through an ongoing program of professional reading, workshops, seminars, conferences, and/or advanced coursework at institutions of higher learning.
- Perform other responsibilities as assigned by the administration.

#### **Essential NNDCC/NJROTC Job Functions and Responsibilities**

- Ensure that the program follows the rules, regulations and procedures decided by Naval Service Training Command and the school or school district.
- Prepare and teach a three or four-year naval science curriculum on campus, ensuring that lessons meet program objectives.
- Instruct students in military drill.
- Plan and manage extracurricular activities, such as ceremonies, rifle and drill team meets, leadership training and ship cruises.
- Counsel and mentor their cadets, helping them to identify and meet their college or career objectives.
- Request, purchase, maintain, and store equipment, uniforms, weapons and training supplies.
- Conduct budget and administrative responsibilities as required.
- Build good working relationships with school staff.
- Writing/updating lesson plans for the NJROTC curriculum and other lesson preparation requirements.
- Arranging for cleaning and tailoring of uniforms.
- Surveying old and worn uniforms and other government property.
- Performing simple preventive maintenance of training aids and devices.
- Preparing periodic reports on program administration and logistics.

- Assessing unit progress to assure NNDCC/NJROTC program objectives are met.
- Attending Navy-sponsored training to keep abreast of current requirements of program management.
- Taking courses of instruction to improve teaching abilities.
- Establishing rapport with school counselors and faculty members.
- Making annual presentations of the NNDCC/NJROTC program to students at feeder schools for the purpose of recruiting new cadets into the program.
- Establishing contact with civic groups to obtain their recognition and support of the NNDCC/NJROTC program
- Maintaining financial accounts of operating budget.
- Inventory control of all government furnished equipment/materials (including annual wall-to-wall inventory).
- Ensuring proper physical security of all government furnished equipment/materials.
- Preparing financial vouchers to the Navy for reimbursement of expenditures to the school made in support of the NNDCC/NJROTC program.

### **Job Requirements: Minimum Qualifications**

- Certification from Naval Service Training Command
- Completion of up to 20 years of active duty in a naval service, either as commissioned officers (grades W-2 to O-6), or as noncommissioned officers (grades E-6 to E-9). Instructors have
- Retired from service within the last six years, are in the reserves, have retired on medical grounds or are "gray area" reserve retirees.
- Appropriate degree completion for position. SNSIs-bachelor's degree, NSIs - associate degree.
- Meets body fat limits and fitness standards as required by the Navy.
- Previous experience and skills as requested by Building Principal or the Superintendent.

### **Terms of Employment**

Salary and work year as established by the Board of Education and Crete-Monee Education Association through professional negotiations.

### **Evaluation**

Performance of this job will be evaluated by the Building Principal or designated administrator in accordance with the Board of Education's policy on Evaluation of Professional Personnel.