



JOB DESCRIPTION

TITLE: ARMY JROTC INSTRUCTOR

FLSA STATUS: Exempt

SALARY SCHEDULE: Off Schedule
235 Days/7.5 hours per day

EDUCATION & EXPERIENCE REQUIREMENTS:

The JROTC Army Instructor must be certified for the position by Cadet Command before being employed. After employment, the Army Instructor (AI) must meet and maintain standards for continued certification as established by Cadet Command.

KNOWLEDGE, SKILLS, & ABILITIES:

1. Maintains JROTC Instructor standards in addition to knowledge of academic course materials set by Cadet Command in JROTC program
2. Maintain and demonstrates positive personality, physical appearance and condition in order to maintain a favorable representation for the JROTC program
3. Maintains the ability to motivate, challenge and positively influence young men and women in order to develop their leadership abilities

LICENSING REQUIREMENTS: As established by Cadet Command and the New Mexico department of Education.

REPORTS TO: School Principal and Army JROTC Area Manager

POSITION OVERVIEW: Army Instructor will provide instruction set forth by Cadet Command with direction from Senior Army Instructor.

ESSENTIAL POSITION DUTIES:

1. Presents instruction in accordance with lesson plans contained in Cadet Command Instructors Manual
2. Maintains presence in classroom and outside training areas
3. Sets the example regarding personal appearance including wearing the prescribed uniforms and civilian clothing
4. Conducts authorized fund raising projects in order to generate additional revenues to support JROTC program. Guidelines established by the Las Cruces Public Schools board of Education must be followed

5. Maintains inventory of all equipment and uniforms
6. Completes and submits all forms and paperwork required by Cadet Command and Las Cruces Public Schools
7. Performs other duties as assigned by the Senior Army Instructor
8. Agrees to fulfill performance responsibilities in location(s) assigned.
9. Complies with local, state and federal rules and regulations.
10. Performs such other tasks as may be assigned within the parameters of the job analysis.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS:

Required equipment and instructional materials are provided by the Department of the Army. Administrative support and other items are provided by the school district in accordance with current contractual arrangements between the Army and the school district.

WORKING ENVIRONMENT & ENVIRONMENTAL DEMANDS:

Instructors may be required to travel in support of the program. They will also need to possess the required physical, academic, and social capacity to perform their duties in the high school environment.

EVALUATION: Job performance of this will be evaluated in accordance with provisions of the Board of Education's policy on evaluation of JROTC personnel as well as those established by the Cadet Command of the Army.

I accept the position offered and agree to the above job description:

SIGNATURE: _____ **DATE:** _____

PRINT NAME: _____ **DATE:** _____

APPROVED BY: _____ **DATE:** _____

REVISED: 6/2010