



ROTC

Terms of Employment: 11-months

Exemption Status: Exempt

Salary: \$50,007 - \$95,236

ROTC1 Scale Grade: NCO or OFCR

EDUCATION, QUALIFICATIONS AND WORK EXPERIENCE

- BA from an accredited college or university.
- Must have served a minimum of 20 years of active duty or have retired under the Temporary Early Retirement Authority (TERA).
- Manages difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance; meets commitments.
- Maintains confidentiality; Remains open to others' ideas and tries new things.
- Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.
- Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; able to build morale and group commitments to goals and objectives.
- Shows respect and sensitivity for cultural differences.
- Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds school system values.
- Follows policies and procedures; completes administrative tasks correctly and on time.
- Prioritizes and plans work activities; uses time efficiently.
- Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Is consistently at work and on time; ensures work responsibilities are covered when absent.
- Follows instructions, responds to management direction; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies supervisor with an alternate plan.

ESSENTIAL JOB FUNCTIONS

- Instruct in military drill.
- Counsel students in the ROTC program.
- Write and update lesson plans for the ROTC curriculum.
- Requisition and inventory all governmental furnished equipment/materials.
- Plan extracurricular activities for the ROTC unit.
- Prepare periodic reports on program administration and logistics.
- Assess unit progress to assure ROTC program objectives are met.
- Attend sponsored training.
- Make annual presentations of the ROTC programs to students at feeder schools for the purpose of recruitment.
- Supervisor for evening and weekend drill meets.
- Maintain financial accounts of operating budget and prepare financial vouchers for reimbursement expenditures to the school.
- Establish contact with civic groups to obtain recognition and support of the ROTC programs.

- Regular on-time attendance.
- Performs related duties as assigned by Principal.

MINIMUM SALARY

Personnel employed shall receive a salary at least equal to the difference between their retired pay and the active duty pay and allowances, excluding incentive pay, which they would receive if ordered to active duty. The institution is the employing agency and shall pay full salary due to the individual employed. The amount reimbursed to the school is one-half of the minimum salary for each instructor

ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however, this may be the only notice for this position during the noted advertisement period.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 coordinator (employees/ adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

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