



Crete-Monee School District 201-U

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/NJRTOC 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/NJRTOC 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/NJRTOC 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/NJRTOC 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.

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.