



Crandall Independent School District

Job Description

Job Title:	Junior Reserve Officers Training Corps (JROTC) Army Instructor	Wage/Hour Status:	Exempt
Reports To:	Principal	Date Revised:	February 28, 2022
Dept./School:	Assigned Campus		

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 control for the unit and administers the automated cadet record system (JUMS) and reporting for military and district information.

Qualifications:

Education/Certification:

Bachelor's degree (preferred) or Associate's degree from an accredited college
Certified and approved by U.S. Army Cadet Command to administer a high school JROTC program

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
Security checks and clearances per Cadet Command and school district requirements
Strong organizational, communication, interpersonal and automation technology skills

Experience:

Retired Army AI (noncommissioned officer)

Major Responsibilities and Duties:

Instructional Strategies

1. 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 knowledge.
2. Instruct 180 hours of military directed subject materials in classroom and leadership laboratory environment.
3. Develop and implement lesson plans that fulfill the requirements of the Army and district curriculum program and show written evidence of preparation as required.
4. 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.
5. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established by Individual Education Plans (IEP).
6. Cooperate with other members of the staff in planning and implementing instructional goals, objectives, and methods according to district requirements.

7. 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.
8. Coordinate, collaborate, and compile data for data records in the automated cadet database (JUMS).
9. Plan and supervise purposeful assignments for teacher aide(s) and or volunteer(s).
10. Integrate appropriate technologies in the teaching/learning process.
11. Determine and supervise cadets who serve in key leadership positions (command and staff).
12. Administer, advise and appraise extracurricular teams (drill, rifle, physical training and academic challenge).
13. Assumes direct responsibility for the development of appropriate behavior of students within the school setting by establishing and maintaining effective discipline and management procedures.
14. 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.
15. Support the mission of JROTC and the school district.

Classroom Management and Organization

16. Develop and maintain a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students.
17. Manage student behavior in the classroom and administer discipline according to board policies, administrative regulations, and IEP's.
18. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
19. Coordinates instructional activities and collaborates with other professional staff, both school and non-school-based, as required to maximize learning opportunities.
20. Assist in the selection of appropriate instructional materials.

Communication

21. Establish and maintain professional and open lines of communication with students and their parents, principals, colleagues and community members.
22. Implement and maintain communication and coordination with the school faculty and staff to promote cadet involvement in school activities, cadet recruitment, and retention.

Policy Implementation

23. Willing to wear the appropriate service uniform and meet personal grooming standards as outlined in service regulations.
24. Uphold and enforce Cadet Command regulations, school rules, administrative regulations, district philosophy, board policies, and present subject matter according to established guidelines.
25. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.
26. 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.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; and other instructional equipment; [*P.E. teachers: automated external defibrillator (AED)*]

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment

Environment: Work inside, may work outside; regular exposure to noise

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

The document describe the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Print Name

Signature

Date