



## JROTC Instructor, Officer

**Reports to:** Principal

**Structure/Grade:** Military Instructor Pay

**Division:** School-Based

**Workdays:** 236 Days

### Position Summary

Implements instruction for DeKalb County School District's (DCSD) students and/or Junior ROTC cadets to instill discipline, confidence, and pride in students and to develop informed and responsible citizens by high school graduation.

### Essential Job Duties

- Instructs students in grades 9 through 12; prepares lesson plans and course materials.
- Maintains department budget and accounts payable/receivable for school system.
- Maintains clothing inventory, including ordering, issuing, and surveying for students.
- Trains students to meet program's extra-curricular agenda.
- Develops and mentors selected students to assume positions of leadership responsibility.
- Monitors program's annual schedule and maintains program history files.
- Performs student counseling and parent conferences.
- Performs other duties as assigned.

### Qualifications

- **Army:** Bachelor's Degree from a Professional Standards Commission approved accredited college or university required.
- **Navy:** Bachelor's Degree from a Professional Standards Commission approved accredited college or university required. JROTC Instructor, Officer
- **Marines:** Bachelor's Degree from a Professional Standards Commission approved accredited college or university required.
- Minimum of twenty (20) years of active duty as a Warrant Officer (without a college Degree) or SNCO is required. Minimum of fifteen (15) years of active duty accepted if withdrawn under Temporary Early Retirement Authority (TERA) program and eligible to receive retirement pay.
- Experience working with youth preferred.
- Must obtain a Georgia Educator Permit through Georgia Professional Standards Commission.
- Valid official military retirement orders, or a DD-214 Member Copy #4, with Block #24 reflecting honorable retirement from a branch of military service (Army, Air Force, Coast Guard, Marine Corps, or Navy) required.

### Knowledge, Skills, and Abilities

- Knowledge of curriculum guidelines for the school system and state requirements; standardized testing in accordance with school system policies and state laws; DCSD policies, programs and procedures pertinent to learning disabilities, child and substance abuse, and social adjustment; principles of leadership and management; understanding of organization function and mission of the branch department; military customs, courtesies and traditions; citizenship regulations and U.S. government; (extensive) military drill and ceremonies; and experience with military uniform regulations.



- Skill in effective oral, written, and interpersonal communication; preparing assignments and tests for in-school preparation and homework; maintaining order in a classroom setting; administering the school system’s discipline policies; counseling students with academic difficulties and behavioral problems; analytical thinking; instruction of discipline and command.
- Ability to plan and develop course of study suitable for specific grade levels; develop lesson plans incorporating lectures, projects, group discussions, exhibits, field trips, audiovisual and library resources, computers and the internet; continue completion of professional courses according to school system and state guidelines, demonstrate patience and appropriate, professional demeanor when interacting with students, especially while presenting information to students that is new or unfamiliar; determine student’s abilities and knowledge of program; manage budgets; maintain equipment inventory for program; and prioritize and multi-task.

### Physical Demands and Work Environment

- Constantly operates a computer and other office machinery.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

*Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.*

*Reviewed/Revised: 08/08/2024*