



JOB DESCRIPTION

Senior JROTC Instructor

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| DEPARTMENT: Schools | SCHEDULE: 100 Minimum Instructor Pay (MIP) |
| REPORTS TO: Principal | WORKDAYS: 245 |
| CLASSIFICATION: Certified | FLSA STATUS: Exempt |
| PCS CODE: 18 | DATE: August 2025 |

Our Mission: In partnership with our community, we empower students to discover their potential and prepare for a successful future.

Our Core Values: Belonging, Learning, Continuous Improvement and Joy

Our Vision: Richland Two is a dynamic school district committed to creating an environment where students feel connected, engaged, and supported so that they can experience academic and personal achievement.

POSITION SUMMARY

Under general supervision, a retired military officer who leads the Junior Reserve Officers' Training Corps (JROTC) program. Provides leadership, character education, and instruction on military and citizenship topics to students enrolled in JROTC. Fosters academic learning and the development of leadership traits expected in military contexts and success beyond high school. The purpose of the JROTC program is stated as follows, "to instill in students in United States secondary educational institutions the values of citizenship, service to the United States (including an introduction to service opportunities in military, national, and public service), personal responsibility, and a sense of accomplishment." (*Title 10. Code 2013. Junior Reserve Officers' Training Corps*)

MINIMUM REQUIREMENTS

Education:

Bachelor's Degree required.

Certification/License:

Completion of Service-specific JROTC Instructor Training Curriculum. Armed Forces branches represented in Richland Two include Air Force, Army, and Navy.

Must possess a valid South Carolina driver's license or government issued picture ID.

Work Experience:

Separated/retired Officer, or an active duty Reserves Officer.

Prior vetting by the appropriate military branch required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of state and federal laws, guidelines, and military branch compliance requirements applicable to the program.
- Knowledge of District policies and procedures that pertain to the specific responsibilities of the position.
- Proficient knowledge in the applicable branch of military instruction.
- Proficient knowledge and use of computer applications relevant to the position.
- Demonstrated skill in leading young adults and/or cadets effectively in military instructional environments.
- Ability to provide differentiated instruction through effective instructional strategies.
- Ability to motivate students in both in-person and virtual environments.
- Ability to collaborate and coordinate program duties with the secondary instructor.
- Ability to communicate effectively with students, parents, school, and District staff in oral and written form.
- Ability to anticipate work to be completed; ability to initiate proper and acceptable direction for the completion of work with little to no supervision and instruction.
- Ability to apply judgment and complex logic in defining problems, collecting information, and drawing valid conclusions.
- Ability to maintain high standards of organization, accuracy, and timeliness in exercising duties.
- Ability to manage frequent interruptions in a flexible manner and difficult, stressful situations in a professional and appropriate fashion.
- Ability to work independently and as a productive member of a team.
- Ability to thrive in a fast-paced, continually changing work environment.

ESSENTIAL DUTIES

- Performs Senior JROTC Instructor duties pursuant to current regulations, policies, and procedures established by the governing board of the respective military branch and the host school. Provides oversight for all aspects of the JROTC program.
- Delegates responsibilities, coordinates activities, and collaborates with the secondary instructor for the JROTC program.
- Teaches a standardized JROTC curriculum provided by the specific military branch and approved by the District as a Career and Technology curriculum. Ensures lessons promote leadership, citizenship, military history, discipline, teamwork, critical thinking, and life skills appropriate to military service. Instruction includes regular practice of drill movements and ceremonial activities through step-by-step guidance, emphasis on precision, and constructive feedback.
- Follows the respective JROTC curriculum to design lessons that are appropriate for instructional objectives; employs a variety of instructional strategies focused on a four part model requiring cadets to collaborate, reflect, develop critical thinking skills, and integrate content into other disciplines.
- Implements teaching strategies that incorporate higher-order thinking skills and maximize allocated instructional time. Integrates a variety of technology applications and tools to augment student learning. Assigns developmentally appropriate tasks; provides remediation activities to ensure student understanding.
- Follows District grading policies and regulations in monitoring and evaluating student progress; maintains/updates all required attendance records, academic records, and military reports in a timely manner.

- Supervises the JROTC program and maintains a structured environment by using military protocols such as standing at attention, saluting, and addressing by rank to establish discipline and reinforce the military framework. Regularly incorporates military physical training (PT) to emphasize teamwork, perseverance, and healthy competition.
- Ensures a safe, orderly environment that encourages students to take responsibility for their behavior. Enforces school rules, Board policies, and administrative regulations.
- Monitors and supports cadets' completion of appropriate courses as Career and Technology Education completers, maintenance of grades at an acceptable level, participation in leadership skills, and preparation for academic and physical qualifying tests of the respective branches of service.
- Coordinates, instructs, and supervises competitive extracurricular JROTC teams and activities such as drill team, marksmanship team, orienteering, physical fitness competitions, academic competitions, robotics team, cyberpatriot team, and community service projects during and after school hours. Plans, coordinates, and supervises the participation of cadets in special programs, projects, or events, including but not limited to band, color guard, flag presentations, Board meetings, and other co-curricular activities. Delegates appropriate responsibilities to the secondary instructor.
- Carefully supervises and monitors students in various activities and settings, including but not limited to the school, field trips, presentations, competitions, and practice locations.
- Advises parents and/or legal guardians of cadets' progress for the purpose of supporting JROTC and Career and Technology (CTE) expectations. Assists students with pursuing college credits for completing JROTC and obtaining college scholarships.
- Prepares the JROTC yearly budget. Manages logistical needs, including but not limited to maintaining inventory of government-furnished equipment, uniforms, and training aids. Maintains financial accounting records of the operating budget. Prepares financial vouchers for reimbursement of expenditures.
- Prepares periodic reports on program administration and logistics as required by the respective military branch, the South Carolina Department of Education, and District procedures.
- Makes annual presentations of the JROTC program to students at feeder schools for the purpose of recruiting new cadets into the program.
- Serves as a liaison for ROTC headquarters, recruiters, college admissions personnel, civic groups, etc.
- Establishes a professional rapport with students, parents, and staff that fosters their respect. Displays the highest standards for ethical and professional behavior while working with students, parents, school personnel, District staff, community members, and other parties.
- Attends faculty meetings, staff development activities, etc., to maintain and improve professional competence.
- Accepts a share of responsibility for co-curricular, supervisory, or other activities as assigned by the Principal or District staff.
- Provides for one's own professional growth through an ongoing program of reading, seminars, conferences, and/or advanced course work. Participates in training specific to JROTC to maintain certification as an instructor for the respective military branch.
- Adheres to the highest standards of confidentiality concerning sensitive matters, students, and staff.
- Serves as a role model for others; dresses professionally; willingly accepts responsibility; and demonstrates pride in the public education profession.
- Demonstrates prompt, regular attendance and is available to work in-person on-site during normal business hours. Available to work in an eLearning setting when required by the District. Available to work after-hours, weekends, and during the summer to supervise cadets in extracurricular drills, camps, and competitions.

- Willingly performs other duties as assigned by the supervisor.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities and working conditions are representative of, but not intended to be, an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, Local, or District authorities, the requirements of this position may change to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods of time.

Hearing: Ability to tolerate exposure to noisy conditions.

Speech: Ability to be understood in face-to-face communications and to speak with a level of proficiency and volume to be understood over a telephone, computer, or virtual setting.

Upper Body Mobility: Ability to use hands to grasp and manipulate small objects; manipulate fingers; twist and bend at wrist and elbows; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: Ability to lift, push, pull and/or carry objects which weigh fifteen (15) or more pounds on a frequent basis. Ability to march alongside cadets during practices, drills, performances, and competitions.

Environmental Requirements: Ability to work independently; work cooperatively with others; work indoors; work outdoors in variable weather conditions as necessary for the position.

Mental Requirements: Ability to read, write, understand, interpret, and apply information on a moderately complex level essential for successful job performance; math skills at a proficiency level appropriate to the position; sound judgment; the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understands and adequately manages stressful situations.

Additional Work Conditions and Physical Abilities: Requires after-hours, weekends, and summer hours to meet program and supervisory responsibilities. Reliable transportation required.

Richland School District Two is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, disability, pregnancy, age, sex, sexual orientation, gender identity status, spousal affiliation, or any other protected characteristic, as may be required by law. As required by Title IX and its implementing regulations, 34 C.F.R. Part 106, Richland School District Two does not discriminate on the basis of sex in its educational programs and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities, and requirements of the position. It is not intended to be, nor construed to be, an all-inclusive list of the knowledge, skills, abilities, essential duties, physical abilities and/or working conditions associated with the position. District management/administration reserves the right to modify, add, or remove duties and assign other duties as necessary.