



SOUTH EUCLID LYNDHURST SCHOOLS BOARD OF EDUCATION

Job Description

TITLE: JROTC Instructor

REPORTS TO: Principal

FLSA STATUS: Exempt

EMPLOYMENT STATUS: Full-Time: 185 Days

DESCRIPTION/SUMMARY: The Army JROTC Instructor is responsible for implementing the "Motivating Young People to be Better Citizens" mission. This role involves teaching the JROTC curriculum, mentoring students (Cadets) in leadership and character development, and managing the unit's extracurricular and administrative operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Implements Board of Education policies and administrative procedures within the classroom, school, and community.
2. Provides instruction aligned to the Army JROTC curriculum and U.S. Army Cadet Command requirements.
3. Develops and maintains lesson plans that promote leadership, citizenship, service learning, personal responsibility, teamwork, and academic achievement.
4. Establishes and maintains a positive, safe, and orderly learning environment conducive to student success.
5. Teaches leadership education, military customs and courtesies, health and wellness, physical fitness, citizenship, career readiness, financial literacy, and life skills.
6. Supervises and mentors cadets in classroom instruction, drill and ceremonies, color guard, community service, leadership activities, and extracurricular programs.
7. Plans, coordinates, and supervises JROTC events, field trips, ceremonies, competitions, parades, and community outreach activities.
8. Maintains accurate student records including attendance, grades, cadet files, inventory records, and required Army documentation.
9. Ensures compliance with all district, state, federal, and U.S. Army Cadet Command policies and procedures.

10. Communicates effectively with students, parents, staff, military representatives, and community stakeholders.
11. Provides guidance, mentorship, and positive reinforcement to support cadet academic, behavioral, and social-emotional growth.
12. Collaborates with administrators, counselors, teachers, and support staff to promote student achievement and program success.
13. Maintains accountability and inventory of all JROTC equipment, uniforms, instructional materials, and government property.
14. Assists with student recruitment and retention efforts for the JROTC program.
15. Supports school-wide initiatives, student activities, and district programs as assigned.
16. Attends professional development activities, military training updates, and required certification programs to remain current with Army JROTC standards.
17. Demonstrates the ability to organize tasks, prioritize responsibilities, and complete assignments in a timely manner.
18. Identifies, analyzes, and resolves problems effectively and professionally.
19. Maintains professionalism, confidentiality, and ethical conduct in all interactions.
20. Serves as a positive role model for students and promotes strong school-community relations.
21. Performs other duties as assigned by the building principal or designee.

OTHER KNOWLEDGE, SKILLS, AND RESPONSIBILITIES:

1. Demonstrated ability to engage, mentor, and motivate students from diverse backgrounds.
2. Strong organizational, communication, leadership, and interpersonal skills.
3. Ability to supervise and manage student leadership programs and extracurricular activities.
4. Knowledge of Army JROTC curriculum requirements, military customs, and leadership development practices.
5. Ability to maintain accurate records and complete required reporting responsibilities.
6. Proficiency with educational technology, student information systems, and electronic recordkeeping systems.
7. Ability to collaborate effectively with staff, parents, administrators, and community partners.
8. Promote positive public relations and represent the district and JROTC program professionally.
9. Maintain and improve professional competence through seminars, workshops, military training, and professional development.
10. Ability to maintain a safe and structured classroom environment.
11. Counsel, advise, encourage, and motivate students.
12. Respond to routine questions and requests in a timely and appropriate manner.
13. Perform other duties as assigned by the building principal or designee.

QUALIFICATIONS:

1. Minimum of a Bachelor's Degree from an accredited college or university.
2. Valid Army JROTC Instructor Certification issued by the U.S. Army Cadet Command.
3. Retired or eligible retired status from the U.S. Armed Forces in accordance with Army JROTC requirements.
4. Ability to obtain and maintain any required state certification/licensure and Army authorizations.
5. Demonstrated leadership experience and ability to work effectively with secondary students.
6. Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate.
7. Ability to pass a criminal background check and meet all Ohio Department of Education and district requirements.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue
2. Occasional interaction with unruly students
3. Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
4. Occasionally lift, carry, push, and pull various items up to a maximum of 25 pounds
5. Occasional evening work
6. Occasional travel, e.g., attending workshop outside of district
7. Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
8. Frequent repetitive hand motion, e.g., computer keyboard, calculator, writing

PHYSICAL DEMANDS & WORK ENVIRONMENT:

- While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, or crouch.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK YEAR: 185 days/year

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of teachers and the SELTA Collective Bargaining Agreement

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

EMPLOYEE ACKNOWLEDGEMENT:

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent’s supervisor, appointing authority, or designee.

(Superintendent or designee Signature)

(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the responsibilities and requirements of the position.

(Employee Signature)

(Date)