

JOB DESCRIPTION

TITLE

JROTC Instructor

POSITION TYPE

Exempt

PRIMARY FUNCTION

Oversee the operations of Army units in the school. Ensure, on behalf of the school district and the Army, through proper instruction and supervision, the JROTC Program is administered according to law, regulation, policy, and principals.

MINIMUM QUALIFICATIONS

- Must possess a bachelor's or Master's degree in education or a related field. Must possess or be eligible for a Virginia Collegiate Professional License, Postgraduate Professional License or Provisional License with appropriate endorsement to teach specific subject area.
- Detailed licensure information is available from the Virginia Department of Education online at: [VDOE Teaching Licensure](#)

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrates professional and personal characteristics necessary for working effectively with all students, parents, school personnel, and other members of the community.
- Demonstrates strong organizational and management skills.
- Ability to prepare and disseminate written reports within required timelines; ability to quickly learn and apply modern technology.
- Possesses sufficient strength, agility, dexterity, and mobility to carry out all performance responsibilities; possesses the ability to monitor and ensure appropriate student behavior.

REPORTS TO

School Principal

PERFORMANCE RESPONSIBILITIES

- Organize, develop, and administer the JROTC Program within the School District guidelines
- Represent the school district in matters pertaining to the Department of the Army and the JROTC Program as required.
- Maintain instructor status used for the Department of the Army salary reimbursement and employment status.
- Interpret data obtained through the Department of the Army and other agencies in order to assist in developing favorable public relations, improving instruction, adapting Army policies to the classroom, coordinate and integrate the JROTC Program with other school departments and cooperating agencies in the community.
- Lobby with school, district, state, and community officials to enhance classrooms, obtain core academic credit for courses taught within JROTC, provide avenues to increase instructor's credentials, assist with field trips, service-learning projects, etc.
- Set up regular programs for cadets to brief school and district officials on program activities and accomplishments
- Organize, coordinate, and direct JROTC activities in the district (drill, rifle, and academic competitions, service-learning projects, awards ceremonies, balls, camps, and other activities.)
- Confer with principals on the effectiveness of the program.
- Set up and maintain a central supply system for Army JROTC units in the district accounting for all government property issued to the units.
- Conduct research, evaluation, and follow-up studies to emphasize areas of success and to determine areas in need of special attention.
- Enforce contractual agreement of school district and Department of the Army.
- Recommend changes and provide suggested solutions to the Program of Instruction.

- Submit required reports, as necessary, and in accordance with the required reports listing
- Attend required training and professional development seminars.
- Establish, instill, and ensure enforcement of program standards and set the example for program development substitute as necessary, as an instructor.
- Maintain contact with parents of cadets experiencing academic or behavior problems.
- Maintain involvement in the school community by attending social events, athletic contests, PTA and faculty meetings.
- Observe both the military and school chain of command.
- Abide by U. S. Army rules and regulations specifically Chapter 4, Military Discipline and Conduct, AR 600-20, Army Command Policy.
- Manage and conduct the JROTC unit according to school rules, regulations, and customs. Will advise school authorities of laws and regulations affecting the unit.
- Maintain good relations with school authorities, faculty, and the student body.
- Conduct a public affairs program in the local area; among school and community officials, civic groups, parent-teacher groups, and other individuals or groups, designed to further the understanding of the JROTC unit, the school, and the Army.
- Enroll students in the JROTC Program and support school officials conducting these programs.
- Ensure continuous evaluation of the unit.

TERMS OF EMPLOYMENT

10 months/ 200 days a year. Salary according to School Board Pay Plan.

EVALUATION

Performance of this job will be evaluated in accordance with school board policy and administrative regulations regarding the evaluation of licensed personnel.

APPROVED BY SUPERINTENDENT

5/17/16 Updated 03/09/2022

JOB DESCRIPTION PREPARED BY

Supervisor of Human Resources

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Duties, responsibilities, and activities may change at any time with or without notice.

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position and has agreed that they are capable of and willing to perform in a reasonable manner the activities involved in the job and role for which they have offered.

Name (Print): _____

Signature: _____

Date: _____

The Charles City County School Board ("School Board") is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job with or without reasonable accommodation.

The Charles City County Public Schools reserves the right to update, revise or change this position description and related duties at any time