

WAYNE COUNTY SCHOOLS JOB DESCRIPTION

Position: JROTC – Senior Army Instructor (Warrant Officer, Non-Commissioned Officer or Officer)

Evaluated by: Principal

Job Description: The Senior Army Instructor (SAI) is the chairperson and chief instructor of the JROTC unit. The SAI is responsible for the overall management of the JROTC unit at the school.

Qualifications: Must be eligible for a WV Teaching License and meet the minimum qualifications required by the Department of the Army and CCR 145-2.

Length of Employment: 200 Days

Responsibilities:

1. The SAI, in coordination with the senior school official, will establish procedures relating to the administration, control, and training of JROTC Cadets.
2. Manage and conduct the JROTC unit according to school rules, regulations, and customs. The SAI will advise school authorities of laws and regulations affecting the unit.
3. Instructs cadets in the JROTC curriculum during the school year.
4. Conducts training at JROTC summer camps.
5. Develops short and long range plans for achieving curriculum goals, gathers appropriate materials, establishes clear objectives for lessons, and formulates appropriate lesson plans.
6. Creates a classroom environment conducive to learning and the personal growth of students.
7. Evaluates student progress and counsels cadets on their performance within the JROTC program.
8. Motivates and encourages students to develop skills, attitudes and knowledge needed to provide a foundation for becoming a responsible citizen.
9. Monitors student movement to ensure a safe and orderly environment.
10. Organizes, supervises and participates in extracurricular activities for JROTC cadets to include color guard, drill teams, marksmanship teams, raider challenge teams and other special activities.
11. Maintains JROTC student records as required by the Department of Army regulations and local policies.
12. Complies with Army and school district safety guidelines when instructing, supervising, monitoring, and accompanying cadets.
13. Maintains supply accountability in strict compliance with Army security regulations.

14. Employs a variety of instructional techniques and media.
15. Models nondiscriminatory practices in all activities.
16. Attends staff development programs, department meetings and other professional activities.
17. Sets an example and models positive attitudes, knowledge, and skills for cadets.
18. Maintains a working knowledge of new instructional methods, technology and equipment.
19. Maintain good relations with school authorities, faculty, and the student body.
20. Performs other related duties as assigned by the Principal or other appropriate administrator.