



JOB DESCRIPTION
JROTC Senior Army Instructor

DIVISION: Office of Schools & Academics	GRADE: ROTC
DEPARTMENT: Teaching & Learning	WORK DAYS: 231
REPORTS TO: Principal and Director (JROTC)	FLSA STATUS: Exempt

POSITION SUMMARY

- The Senior Army Instructor (SAI) instructs and directs all instructional and operational activities of the high school JROTC Department.
- The SAI is the department chairperson and chief instructor of the JROTC unit.
- The SAI is responsible for the overall management of the JROTC unit.
- The SAI formulates, establishes and executes procedures to be used in the instruction, administration, operations and logistics of the JROTC Program.
- The SAI ensures that the JROTC Program is administered according to law, US Army Cadet Command (USACC) regulations, the Atlanta Public Schools (APS), and the APS Director of Army Instruction (DAI) policies and procedures.

MINIMUM REQUIREMENTS

EDUCATION:

- Bachelor's degree required.

CERTIFICATION/LICENSE:

- Certified by the US Army Cadet Command as a JROTC instructor.
- must maintain a valid Georgia Army JROTC Teaching Permit.

WORK EXPERIENCE:

- Must be a retired US Army Officer or Chief Warrant Officer in the rank of O4-O6 or CW3-CW5.

KNOWLEDGE, SKILLS & ABILITIES

- Written and oral communication.
- Classroom organization.
- Planning for effective instruction.
- Make recommendations.
- Proficient in Excel, Microsoft Suite, Visio, PowerPoint, and Outlook.
- Presentation skills.
- Makes decisions.
- Responsible.
- Ethical.

ESSENTIAL DUTIES

- Directs the JROTC Department functions of instruction, logistics, training, and administration.
- Ensures the DAI, the school district, and the Army that JROTC is administered in accordance with law, regulation, and policies.
- Maintains good relations with school authorities, faculty, and the student body.

- Supervises, counsels, and evaluates the Army Instructors (AIs) in the execution of their responsibilities.
- Ensures instructors receive initial and semi-annual performance counseling and a school evaluation.
- Ensures all JROTC classes are conducted utilizing the lesson plans contained in the current and updated version of the JROTC Curriculum Manager and are taught as required by the approved Master Training Schedule.
- Utilizes all available instructional equipment to include but not limited to the computers, LCD projectors, Classroom Performance Systems (CPS), SMART Boards, Promethium Boards, etc.
- Maintains current regulations, policies, and procedures; interprets and implements new regulations received from military agencies.
- Conducts a public affairs effort in the local area middle and elementary schools, among school and community officials, civic groups, parent-teacher groups, and other individuals or groups, designed to further the understanding of JROTC, the school and the Army.
- Directs and participates in community service events with cadets, including weekend duties as applicable.
- Enrolls students in JROTC and supports school officials while executing the curriculum and the integrated extra-curricular activities.
- Prepares weekly training schedules.
- Provides input and review to annual training schedules developed by the DAI.
- Interprets data from the Army, the DAI, and other agencies in developing favorable public relations, improving instruction, implementing Army policies in the classroom, coordinating and integrating JROTC with other school departments and community agencies, and setting up opportunities for Cadets to brief school officials on JROTC activities and accomplishments.
- Establishes and maintains at least two integrated or extracurricular teams, eg, drill team, rifle team, raider team, academic team, orienteering team.
- Requires frequent weekend duties as directed on extra-curricular event schedules.
- Establishes, supports, and maintains a "Cadet-run" JROTC unit.
- Maintains contact with parents of all Cadets experiencing academic or behavioral problems.
- Ensures cadets plan and conduct at least one Service Learning project as defined in the USACC Unit Report.
- Participates and ensures the participation of assigned AIs in the annual JROTC Cadet Leadership Challenge (JCLC) (summer leadership program) as required by USACC.
- Enforces contractual agreement between the school district and the Army.
- Ensures schools support college credit available to Cadets, honors credit, credit other than elective, etc. to the extent possible.
- Prepares and submits unit cadet enrollment reports as required by the DAI and USACC.
- Maintains accountability of all equipment, IAW AR 710-2, including items requiring formal accountability (ie, air rifles), informal accountability (ie, clothing) and durable items costing \$5,000 or less (ie, automation, computers, audiovisual), but still requiring property accountability.
- Recommends changes and provides suggested solutions to the Leadership Education and Training (LET) Program of Instruction (POI).
- Requests curriculum materials and distributes them equitably among instructors.
- Submits required reports, as necessary, and in accordance with the required reports listing.
- Encourages all cadets who are Juniors or Seniors to pursue post-secondary education and to apply for at least one scholarship.
- Ensures at least one cadet receives a scholarship offer as a direct result of his/her assistance to the cadet.
- Monitors instructors' professional development ensuring they receive training, feedback and reinforcement to continually improve their teaching skills and credentials.
- Mentors, monitors and counsels all instructors concerning their educational requirements.
- Ensures that instructors complete all Army instructor certification requirements as specified in CCR 145-2 and all Georgia JROTC Instructor requirements as specified by the Georgia Professional Standards Commission.
- Performs other duties as assigned by appropriate administrator.
- Required to attend scheduled shift during regular business hours as mandated.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment which may be required of positions in this class. Atlanta Public Schools encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Human Resources Department for further information.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods.

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions.

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.

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

Strength: to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and 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.

Additional Work Conditions & Physical Abilities:

Twice weekly outdoor activities with moderate physical activities including physical fitness and drill and ceremony.

Frequent weekend duties as directed; including but not limited to extracurricular teams, color guard, parades, community service, fundraising, and formal events.

May be required to attend off-site training and/or visit school sites.

Mandatory offsite attendance at annual summer training for JROTC Cadet Leadership Course JCLC)

Atlanta Public Schools assures Equal Employment Opportunities and equal education opportunities for employees and students as required by Federal and State Orders and Laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.