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POSITION TITLE: Director of Army Instruction

QUALIFICATIONS: Must be a U.S. Army Lieutenant Colonel or Colonel (retired). Bachelor's degree and 4-6 years of work experience required. Must be passionate about closing the achievement gap and ensuring that every child, regardless of background or circumstance, receives an excellent education. Must be able to coach, mentor, and challenge others to excel despite obstacles and challenging situations. The ability to communicate effectively and work cooperatively with parents, school staff and administrators, diverse groups in schools, community and business partners is essential. Must have demonstrated leadership qualities and personal characteristics necessary for working effectively with students, teachers, parents, administrators, and the general public. Must be flexible in shifting projects or priorities to meet the needs of a dynamic transformation effort; comfortable with ambiguity and non-routine situations.

PERFORMANCE EXPECTATIONS: Serves as an instructional leader and ensures through proper instruction and supervision that JROTC is administered according to law, regulation, policy, and principles. Organizes, develops, and administers JROTC in the school district. Represents the school district in matters pertaining to the Department of the Army and JROTC, as required. Serves as a strong advocate for JROTC at the state and national levels. Ensures, on the behalf of the district and the Army that JROTC is administered in accordance with the law, regulations, and policies. Serves as a certified interviewer for potential applicants who are seeking qualification for an Instructor. Recruits, recommends, and coordinates hiring instructors for JROTC. Develops an order-of-merit list for attending professional development courses. Ensures instructors attend required USACC training and district professional development seminars. Maintains instructor status used for the Army salary reimbursement and employment status. Ensures instructors receive initial and semi-annual performance counseling and a school evaluation. Coordinates with senior Army instructors to prepare district response to all correspondence received from USACC. Interpret and implement new regulations received from military agencies. Prepares and maintains administration and support reference materials. Submits requests to brigade for distinctive unit insignia and school patches. Interprets data from the Army and other agencies to assist in: developing favorable public relations; improving instruction, implementing Army policies in the classroom; coordinating and integrating JROTC with other school departments and community agencies; working with school, district, state, and community officials to enhance classrooms, obtaining core academic credit for JROTC, providing avenues to increase instructors' credentials, assisting with field trips and identifying service learning projects, etc.; maintaining membership and participation in the state education association, career and technical education, or similar state organization influencing JROTC; setting up opportunities for Cadets to brief school and district officials on JROTC activities and accomplishments. Coordinates with USACC Public Affairs Office to release JROTC news items. Confers with principals on the effectiveness of JROTC. Develops and maintains a consolidated 'supply operation for Army JROTC units in the district, accounting for all government property issued to the units. Conducts school visits to evaluate instruction, integrated-curricular activities and provide regulatory compliance. Conducts, evaluates and follow-up on studies to emphasize areas of success and to determine areas in need of special attention. Ensures instructor vacancies are advertised within the school district and coordinate the announcements of vacancies on the JROTC web portal. Continually reviews/monitors program staffing to support enrollment and achieves optimum manpower and funding. Reports any contract changes to USACC. Provides school officials and units guidance before and after inspections. Ensure instructors include Cadets in preparing for inspections and are involved in the after-action evaluation of their results. Conducts department meetings and presents professional or in-service training. Plans and conducts professional development workshops specifically related to the JROTC curriculum. Establishes a plan to train instructors who could not attend annual brigade instructor training. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs professional work directing the Army instruction in the school district. Work requires frequent standing, light lifting up to 50 pounds, sitting, walking, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Director of Career and Technical Education

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 125

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt