

POSITION TITLE: Military Instructor (Non-Commissioned Officer)

QUALIFICATIONS: High school graduate or its equivalency, Associate's Degree preferred. Must be a non-commissioned officer retired from the United States Army no more than three years ago with at least fifteen years of active military service. Must have the knowledge and experience of systematically planning, executing, evaluating individual and group instruction. Must have effective organization and classroom management, laboratory and outside the classroom instructional environments. Must have excellent oral and written communication skills, parent and public relation skills and ability to work independently to ensure successful accomplishment of assigned duties and responsibilities. Must have the ability to establish and maintain professional working relationships and work in a cooperative and collaborative manner with administrators, supervisors, co-workers and parents. Must be knowledgeable of innovative nontraditional teaching strategies that have proven successful with students from diverse backgrounds performing at different academic levels. Some experience with Microsoft Word, Internet and Intranet is required. Must hold an Initial Qualification Certificate issued by U.S. Army Cadet Command.

PERFORMANCE EXPECTATIONS: Instructs cadets in military science courses as determined by the Leadership Education and Training Program of Instruction. Meets and instructs assigned classes in the locations and at the times designated. Develops and maintains a classroom environment conducive to learning within the limits of the resources provided by the school division and takes responsibility for the order and progress of the class. Modifies and improves given instruction by remaining continuously alert to new and alternative instructional methods and motivational techniques. Prepares for classes assigned and shows written evidence of preparation upon request by the Senior Army Instructor. Assists students in setting and maintaining proper standards of classroom behavior and complies with and enforces school rules, administrative regulations and School Board policies. Takes necessary and reasonable precautions to provide for the safety and welfare of assigned students, materials and equipment. Evaluates student's academic progress and counsels students on their performance on a regular basis. Schedules time for students and their parents for education and military-related purposes outside the normal school day, when properly requested to do so. Organizes, supervises and develops appropriate integrated-curricular activities. Attends and participates in faculty meetings and other professional meetings called by the school administration and cooperates with other members of the school staff in planning instructional goals, objectives and methods. Adheres to the school division's standards in the selection of books, equipment and other instructional materials. Maintains administrative and support reference materials required to be available in the school. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Duties performed typically in a school setting. Performs professional work providing teaching and/or training services to students in a specialized subject. Work requires frequent standing, 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: Senior Military Instructor

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 122

LENGTH OF CONTRACT: 201 Days (10 months)

FLSA: Exempt