

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Senior Naval Science Instructor

EMPLOYEE CATEGORY: 4/Instructional Specialist

- QUALIFICATIONS:**
1. Be certified as eligible for Senior Naval Science Instructor by the Department of the Navy.
 2. Be retired or within one year of retirement from the Navy, Coast Guard, or Marine Corps.
 3. Have a minimum of twenty years of active duty service.
 4. Be a commissioned officer W2-O6.
 5. Have a Bachelor's degree.

REPORTS TO: Principal

JOB GOAL

To guide and direct students through learning experiences and social interactions implementing approved methods, materials and practices of the Junior Reserve Officers' Training Corps within the general education goals of the Wakulla County School Board.

SUPERVISES: Assigned students and Naval Science Instructor

PERFORMANCE RESPONSIBILITIES:

1. Directing the unit and advising school authorities on unit needs and program requirements;
2. Teaching the prescribed 4-year Naval Science curriculum, including writing and updating lesson plans and performing other lesson preparation requirements;
3. Instructing cadets in military drill;
4. Ensuring the safety and well-being of cadets is observed at all times during cadets' participation in unit activities;
5. Ensuring cadets are not discriminated against on any improper basis, notifying school authorities and taking immediate corrective action when it appears more likely than not that discrimination occurred;
6. Counseling and mentoring students who participate in the program;
7. Requiring cadets to conduct themselves in a military manner at all times when under instructor supervision (i.e., when attending Naval Science classes, drills, or on authorized field trips or orientation cruises) and that they observe military courtesies and traditions;
8. Providing guidance and information to cadets and other qualified students, including:
 - a. NROTC and other military scholarships;
 - b. USNA and other Service Academies;
 - c. Advanced Navy and other service enlistment;
 - d. Selecting a college or degree program;
 - e. Completing college, financial aid, employment, and other applications;
 - f. Meeting deadlines;
 - g. Interview techniques and practice;
 - h. Financial guidance;
 - i. SAT/ACT preparation; and
 - j. Tutoring.
9. Serving on routine faculty committees and performing curricular or extracurricular duties normally performed by, and rotated equitably among, other faculty members;

10. Ensuring cadets observe the Chain-of-Command and do not contact NSTC CD or other Navy officials directly unless authorized;
11. Ordering authorized government furnished equipment if designated the military property custodian in writing;
12. Arranging for the cleaning and tailoring of cadet uniforms;
13. Evaluating the condition of cadet uniforms and other government property for repair or replacement;
14. Performing simple preventive maintenance of training aids and devices;
15. Ensuring proper accounting and physical security of all government furnished equipment/materials;
16. Planning extracurricular activities for the unit, such as color/honor guard ceremonies, academic, drill and marksmanship team competitive meets, field trips, basic leadership training camps and ship cruises;
17. Preparing periodic reports on program administration and logistics;
18. Maintaining awareness of issues affecting, and organizational changes within, the Navy;
19. Assessing unit processes to ensure program objectives are met;
20. Attending Navy-sponsored training to keep abreast of program requirements and ensuring cadets are trained in accordance with current requirements;
21. Taking courses to improve teaching abilities and meeting all education requirements of 10 U.S.C. Secs. 2031, 2032, and 2033 and any implementing regulations;
22. Establishing a good working relationship with guidance counselors and faculty members;
23. Making presentations to students at feeder schools at least annually to recruit new cadets into the program;
24. Maintaining the unit's financial accounts and operating budget;
25. Preparing (and submitting if permitted by school officials) financial vouchers to the Navy for reimbursement to the host school or district of authorized expenditures in support of the NJROTC program;
26. Establishing community support and recognition of the program;
27. Informing the school and public of unit activities and achievements by making full use of school publications and local news media;
28. Submitting to NSTC CD, via the Area Manager, as soon as possible, copies of news releases transcripts, and/or narrative descriptions of radio and television broadcast of national interest;
29. Informing NSTC CD, via the Area Manager, of instructors recognized as a Teacher of the Year/Month or receiving any other significant award, providing a biography, number of years as a unit instructor, name of award, name of school/district, number in competition, other relevant information, and, if applicable, last duty station, military retirement date, warfare qualifications; and
30. Immediately informing school officials and NSTC CD, via the Area Manager, of any disciplinary actions against, and changes in, employment of instructors.

PHYSICAL REQUIREMENTS: Light Work

Exerting 20 pounds or more of force occasionally and/or 10 pounds of force regularly to move objects.

TERMS OF EMPLOYMENT:

Length of the work year and hours of employment shall be those established by the District. in the annual employment contract.

EVALUATION: Annually by the Principal

Performance of this job will be evaluated in accordance with provisions of the Board ' s policy on evaluation of personnel.

SALARY ITEM NUMBER: TBD Annually