

ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT CERTIFICATED POSITION DESCRIPTION

NAVY JUNIOR RESERVE OFFICERS TRAINING CORP INSTRUCTOR

POSITION: Navy Junior Reserve Officers Training Corp (JROTC) Instructor

REPORTS TO: Site Administrator

LOCATION: Various Locations

NATURE OF WORK:

The mission of the Naval Junior ROTC program is to instill in students the values of citizenship, service to the United States, personal responsibility and a sense of accomplishment.

The following are goals of the program:

- Promote patriotism;
- Develop informed and responsible citizens;
- Promote habits of orderliness and precision;
- Develop a high degree of personal honor, self-reliance, self-discipline, and leadership;
- Promote an understanding of the basic elements and requirements for national security;
- Develop respect for an understanding of the need for constituted authority in a democratic society;
- Provide incentives to live healthy and drug-free lives;
- Develop leadership;
- Promote high school completion; and
- Provide information on military services as a possible career.

DUTIES AND RESPONSIBILITIES:

The SNSIs shall perform those duties pursuant to current regulations, policies, and procedures as established by NSTC and the host school. The SNSI also reports to the NJROTC Area Manager for administrative and logistical support. The NSI assists the SNSI, and shares workload duties as assigned by the SNSI. In addition to the specific duties listed below, they may perform those collateral duties normally performed by and rotated among other faculty members, providing such duties do not interfere with the administration and operation of the NJROTC program. Specific duties and responsibilities of the SNSI and NSI include:

- Teaching the prescribed 3- or 4-year Naval Science curriculum.
- Instructing in military drill.
- Counseling students in the NJROTC program.
- Writing/updating lesson plans for the NJROTC curriculum and other lesson preparation requirements.
- Mentoring cadets and assisting with higher education or employment opportunities and goals.
- Requisitioning all government furnished equipment (includes uniforms, training aids, books, drill rifles, air rifles, **and** organizational equipment).
- Arranging for cleaning and tailoring of uniforms.
- Surveying old and worn uniforms and other government property.
- Performing simple preventive maintenance of training aids and devices.
- Inventory control of all government furnished equipments/materials (including annual wall-to-wall inventory).

- Ensuring proper physical security of all government furnished equipment/materials.
- Planning extracurricular activities for the NJROTC unit (including color/honor guard ceremonies, drill team and rifle teams competitive meets, field trips, basic leadership training, ship cruises, etc.).
- Preparing periodic reports on program administration and logistics.
- Keeping current and abreast of new developments and organizations within the Navy.
- Assessing unit progress to assure NJROTC program objectives are met.
- Attending Navy-sponsored training to keep abreast of current requirements of program management.
- Taking courses of instruction to improve teaching abilities.
- Establishing rapport with school counselors and faculty members.
- Making annual presentations of the NJROTC program to students at feeder schools for the purpose of recruiting new cadets into the program.
- Maintaining financial accounts of operating budget.
- Preparing financial vouchers to the Navy for reimbursement of expenditures to the school, made in support of the NJROTC program.
- Establishing contact with civic groups to obtain their recognition and support of the NJROTC program.

QUALIFICATIONS:

NJROTC instructors are sea service personnel certified by NSTC and employed by school districts hosting NJROTC units. The Department Head of Naval Science at a school hosting an NJROTC program is called the Senior Naval Science Instructor (SNSI). The SNSI is the commissioned officer or Warrant Officer (with a **Bachelor's degree or greater**) employed by the school. Enlisted personnel or warrant officers and LDOs without degrees employed by the school in the NJROTC program are called Naval Science Instructors (NSI).

To be eligible for certification, applicants must:

- Have at least 20 years of active duty service in the United States Navy, Marine Corps, or Coast Guard as commissioned officers in grades W-2 through O-6, or as non-commissioned officers in grades E-6 through E-9; and
- Be in a retired or Fleet Reserve status not more than 6 years; or
- Have been approved for retirement benefits within the past 6 years under the Temporary Early Retirement Authority (TERA) with 15 to 19 years of active duty service in the Navy; or
- Be retired Naval Reserve members who are not yet receiving retirement benefits (i.e. "gray area" retirees); or
- Have been approved for retirement benefits from the United States Navy, Marine Corps, or Coast Guard for a medical disability within the past 6 years; and
- Have attained the following educational degree requirements:
 - Senior Naval Science Instructor - Bachelor's degree from accredited college or university recognized by the U.S. Department of Education.
 - Naval Science Instructor - Associate's degree from accredited college or university recognized by the U.S. Department of Education or must obtain one within 5 years of initial employment as a result of the FY 2007 National Defense Authorization Act (NDAA).

TERM OF EMPLOYMENT:

Full-time eleven-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC salary schedule (#2) for eleven-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC