

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

AIR FORCE JUNIOR RESERVE OFFICERS TRAINING CORP INSTRUCTOR

POSITION: Air Force Junior Reserve Officers Training Corp (JROTC) Instructor

REPORTS TO: Site Administrator

LOCATION: Various Locations

NATURE OF WORK:

Air Force JROTC provides leadership training and an aerospace science program for high school students. Secondary school students who enroll in the Air Force JROTC program are offered a wide variety of curricular and extra-curricular activities. The program explores the historic and scientific aspects of aerospace technology and teaches high school students self-reliance, self-discipline and other characteristics found in good leaders. Air Force JROTC is open to 9th through 12th grade students who are citizens of the United States. The program is not an official recruiting tool for the military services and those students who participate in Air Force JROTC do not incur any obligation to the Air Force.

The objectives of the Air Force Junior ROTC program are to educate and train high school cadets in citizenship and life skills; promote community service; instill responsibility, character, and self-discipline through education and instruction in air and space fundamentals and the Air Force's core values: Integrity First, Service Before Self, and Excellence In All We Do.

ESSENTIAL FUNCTIONS:

The mission of the Air Force 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:

I. Conduct Academic Classes.

- Prepare for and teach periods of instruction of 45 to 90 minutes each, for as many as 4 to 6 periods per day holding a range of ages and maturity levels, and coming from different socio/economic backgrounds.
- Must have significant organizational, interpersonal and communication skills, and a high degree of patience.

II. Lead Before and/or After-School Activities.

- Must coordinate and lead a variety of school activities, possibly held before or after each school day, both indoors and outdoors.
- These after school activities may include physical training events, academic clubs, rocketry teams, marksmanship teams, along with performing drill instruction and demonstrating drill sequences.
- Must have organizational skills, strong teambuilding skills, and physical stamina.

III. Lead Off-Campus Events.

- Must lead field trips to historical sites, visits to local government agencies and military installations, and to march in parades with their cadets.
- Must have organizational skills, physical stamina, and the ability to remain calm in hectic situations.

IV. Be an Ambassador of the Air Force.

- Must be a positive image of the Air Force at all times by conducting themselves in a highly professional manner, in both their words and their actions.
- Must maintain a professional military appearance in uniform, and to comply with AFJROTC weight and body fat standards.
- Must complete any additional state and/or local school district mandated teacher certification or continuing education requirements
- Must successfully incorporate AFJROTC-approved interactive learning software/hardware with classroom instruction, and have a competent knowledge of curriculum planning, Air Force educational programs, drill and ceremonies, and educational administration, including tests and measurements.
- Academic, administrative, logistical, financial support tasks, and after-school activities will be equally shared by all other instructors as regular duties.
- Must complete the mandatory Air Force JROTC Instructor Certification Course (JICC) as a condition of certification.
- Maintain liaison with Air Force representatives in academics, logistics, finance, and academic areas to ensure effective utilization of Air Force resources.
- Ensure the integration of the AFJROTC program into the school environment by cultivating a positive atmosphere of coveterans with school, community, veteran's, and parental groups; participating in student information programs and public service actions and ensuring AFJROTC is established and remains a separate, integral academic and administrative department of the institution;
- Develop course syllabi, daily and weekly lesson plans, assignments, demonstrations, training aids, reference materials, and any related data to accomplish course and lesson objectives.
- Instruct students by a variety of means, such as lecture, guided discussion, lecture and discussion combined, student briefing or report, student panel, teaching interviews, guest lectures, team teaching, demonstration-performance, role playing, and brain-storming or problem solving using large and small group interaction.
- Develop, maintain, and use a detailed lesson plan for each class presentation.
- Employ models, graphs, slides, maps, periodicals, films, filmstrips, charts, transparencies, chalkboard, handouts, and other aids to facilitate student learning.
- Evaluate student progress, diagnose individual learning problems, and initiate corrective action, as appropriate.
- Encourage students, through proactive counseling, to complete high school and pursue higher education goals.
- Ensure effective development of cadet leaders and supervise cadet operations and activities. Plan, organize, and direct corps organization.
- Develop and supervise curriculum-in-action (CIA) trips, associated student fundraising and other co-curricular activities
- Ensure each AFJROTC student participates in the AFJROTC curriculum as prescribed by the school, state, and the Air Force.
- Follow AFJROTC financial procedures and maintain financial accountability in accordance with AFJROTC policy.

- Participate in career improvement efforts such as in-service training, workshops, and advanced educational courses for professional development, as required by AFJROTC, school, state, or federal directives or laws.
- Must have current Adult (ages 14-18) Cardiac Pulmonary Resuscitation (CPR) certifications at all times while on employment contract.
- Must log into WINGS and AFJROTC.com email at least weekly to ensure current on all announcements, perform all required system updates, and meet all required deadlines.
- Accountable to the Senior Aerospace Science Instructor for the conduct of the program.
- Must ensure every action, including verbal and nonverbal communications, are at a level of professionalism which sets the most positive example possible

QUALIFICATIONS:

- All Air Force JROTC instructors are retired Air Force commissioned and noncommissioned officers. The instructors maintain Air Force standards and are trained through the Air Force JROTC Academic Instructor Course. They are full-time faculty members of the participating high school and are employed by the local school board to teach Air Force JROTC classes.

TERM OF EMPLOYMENT:

Full-time eleven-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC salary schedule for eleven-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

Updated 02.22.2023

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