

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.

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
- Provide information on military services as a possible career

**ESSENTIAL FUNCTIONS:**

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions

- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools

## 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.
- Maintains liaison with Air Force representatives in academics, logistics, finance, and academic areas to ensure effective utilization of Air Force resources.
- Ensures the integration of the AFJROTC program into the school environment by cultivating a positive atmosphere of co-veterans 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;

- Develops course syllabi, daily and weekly lesson plans, assignments, demonstrations, training aids, reference materials, and any related data to accomplish course and lesson objectives.
- Instructs 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.
- Develops, maintains, and uses a detailed lesson plan for each class presentation.
- Employs models, graphs, slides, maps, periodicals, films, filmstrips, charts, transparencies, chalkboard, handouts, and other aids to facilitate student learning.
- Evaluates student progress, diagnoses individual learning problems, and initiates corrective action, as appropriate.
- Encourages students, through proactive counseling, to complete high school and pursue higher education goals.
- Ensures effective development of cadet leaders and supervises cadet operations and activities. Plans, organizes, and directs corps organization.
- Develops and supervises curriculum-in-action (CIA) trips, associated student fundraising and other co-curricular activities
- Ensures each AFJROTC student participates in the AFJROTC curriculum as prescribed by the school, state, and the Air Force.
- Follows AFJROTC financial procedures and maintains financial accountability in accordance with AFJROTC policy.
  
- Participates 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.
- Logs into WINGS and AFJROTC.com email at least weekly to ensure current on all announcements, performs all required system updates, and meet all required deadlines.
- Accountable to the Senior Aerospace Science Instructor for the conduct of the program.
- Ensures 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 career ladder for eleven-month employees.

#### BARGAINING UNIT ELIGIBILITY: EASMC

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