

**CUMBERLAND REGIONAL SCHOOL DISTRICT****JOB DESCRIPTION****ARMY INSTRUCTOR (AI)**

The AI is the Assistant Department Chair of the JROTC unit. The AI will be responsible for maintaining good relations with school authorities. Retired Army NCOs in the grade of E-6 and higher may serve as AIs if he/she possesses a four-year degree (the degree requirement may not be waived).

**JOB GOAL**

The AI, in coordination with the Senior Army Instructor (SAI) and senior school officials, will establish standard operating procedures relating to the administration, control, and training of JROTC Cadets. These procedures will cover the appointment, promotion, and demotion of Cadet Officers and noncommissioned officers. The SOP must be approved by the senior school official.

**SUPERVISES**

Students, and when assigned, student teachers and classroom aides.

**QUALIFICATIONS**

1. Eligible to obtain Federal JROTC instructor certification.
2. Bachelor's degree; Master's Degree an advantage.
3. Advanced Non-Commissioned Officer's Course (ANCOC) required; First Sergeant Academy or CSM Academy completion an advantage.
4. Excellent interpersonal, communication, and automation technology skills.
5. Willing to wear the appropriate Service uniform and meet personal grooming standards as outlined in Service Regulations.
6. Demonstrated troop level experience; executive (battalion or higher) staff experience an advantage.
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**DUTIES/RESPONSIBILITIES**

1. Assist the SAI as directed in managing and conducting the JROTC unit according to school rules, regulations, and policies.
2. In conjunction with the SAI, the AI will advise school authorities on policy and regulation changes within CCR 145-2.
3. Maintain good relations with school authorities, faculty, and the student body.
4. Assist and/or lead a public affairs effort in the local area middle and elementary schools, among school and community officials, civic groups, parent-teacher groups and other individuals or groups, designed to further the understanding of JROTC, the school and the Army.
5. Enroll students in JROTC and support school officials while executing the curriculum and the integrated extra-curricular activities.
6. Prepare weekly training schedules, through use of District-provided Learning Management System tools (Google Suite for Education).
7. Maintain contact with parents of all Cadets experiencing academic or behavioral problems.
8. Ensure JROTC unit areas are neat and orderly; current chain of command photos, Cadet creed, core

- abilities and mission statement are present; and all sensitive items are secured.
9. In conjunction with the SAI, share teaching responsibilities. No instructor is exempt from teaching a fair-share of the LET POI. Instructors should teach by expertise and preference in subject areas, rather than strictly by LET levels. All instructors (SAI/AIs) are responsible for teaching the JROTC curriculum.
  10. Maintain a current copy of DA Form 3126 and/or DA Form 3126-1, a completed service-learning checklist/rubric, a current copy of a bond/insurance certificate, and required JUMS reports.
  11. Act as Lead POC for the JROTC Unit to maintain accountability of all equipment, IAW AR 710-2, including items requiring formal accountability (i.e., air rifles), informal accountability (i.e., clothing) and durable items costing \$5,000 or less (i.e., automation, computers, audiovisual), but still requiring property accountability. Failure to properly account for government property could result in pecuniary liability or adverse action. If negligence is probable, the instructor must initiate a DD Form 200, Financial Liability Investigation of Property Loss (FLIPL). Refer to AR 735-5 for instructions.
  12. Serve as the Government Purchase Card Holder to properly execute the JROTC program's MPA and OMA budgets. Maintain all required DoD-level certifications required to perform this duty.
  13. Act as Coach for the JROTC Color Guard and Drill Team. Act as Coach for the JROTC Raider Challenge. Act as Assistant Coach for JLAB Academic/Leadership Bowl team as directed.
  14. Act as Lead for planning, coordination and execution of all JROTC Color Guard training, events and activities in support of the JROTC program, the school and the local community.
  15. Comply with any/all other Cadet Command and 2nd Brigade JROTC policies, instructions, directives and orders.

### **ESSENTIAL SKILLS/ABILITIES**

1. Required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions.
2. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment; planning and managing projects; preparing and maintaining accurate records; and using pertinent military and district-provided software applications.
3. Required to perform basic math, including calculations using fractions, percent's, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems.
4. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; age appropriate activities; concepts of grammar and punctuation; health standards and hazards; keyboarding; pertinent codes, policies, regulations and/or laws; office methods and procedures
5. Required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment.
6. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods.
7. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment.
8. Independent problem solving is required to analyze issues and create action plans.
9. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited.

- 10. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; establishing effective relationships; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; and working with frequent interruptions.
- 11. Regular attendance.
- 12. Must be able to traverse school facility and grounds.

**REPORTS TO**

Principal or designee.

**TERMS OF EMPLOYMENT**

Full time position with a 12-month work year. Salary to be negotiated between the Board of Education, US Army Cadet Command and the candidate; guaranteed MIP.

**EVALUATION**

Performance of this job will be evaluated by the Principal or designee.

\*This job description is subject to change at any time.

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APPROVED BY: **Cumberland Regional Board of Education**  
DATED: **March 26, 2025**