

ST. MARY'S COUNTY PUBLIC SCHOOLS 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.
- s 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 teacher career ladder for eleven-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

Updated 06.2024

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

AIR FORCE JUNIOR RESERVE OFFICERS TRAINING CORP (AFJROTC) SASI

POSITION: Air Force Junior Reserve Officers Training Corp (AFJROTC) Senior Aerospace Science Instructor (SASI)

REPORTS TO: Site Administrator

LOCATION: Various Locations

NATURE OF WORK:

AFJROTC instills in students in the 9th-12th grade the values of citizenship, service to the United States, personal responsibility, and personal responsibility through education and mentoring. The AFJROTC program is primarily a 3-year course of military instruction, with a fourth year being optional. The curriculum is academically comparable to a secondary level science course. The curriculum includes an introduction to aviation, national defense, careers, space, global studies, leadership, and health and wellness.

The mission of the AFJROTC program is to develop citizens of character dedicated to serving their nation and community. More specifically, the program is designed to educate and train high school cadets in citizenship; promote community service; instill responsibility, character, and self-discipline; and provide instruction in air and space fundamentals.

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:

The SASI manages the entire program. Although they spend much of their time in the classroom, enrollment activities are a fundamental part of the job.

- Provides briefings to school administrators, faculty, and community organizations to explain the program and elicit support; counseling of cadets and other students; and briefings to students from supporting junior high schools

- Participates in community relations, liaison with other Air Force and civilian agencies in the aerospace field, unit supply or administrative functions, career and performance counseling, and an extensive extracurricular program, such as a military ball, parent-cadet banquet, inter-JROTC sports competition, cadet newspaper, drill team, honor guard, parades, flag raising, retreat ceremonies, presentation of awards, fundraising activities for the unit or charitable institutions, and a rocket club.
- Teaches five out of six periods in the school day
- The teaching load may be less if the unit is in its first year of operation at the school
- Wear their Air Force uniform while performing AFJROTC duties
- The job of the SASI is not as structured as most Air Force jobs
- Although the Air Force provides some guidance for managing the program, self-direction, initiative, and self-reliance are essential traits of the SASI
- Only officers who desire this flexibility in their work should apply

For further information, refer to AFJROTCI 36-2001, *Air Force Junior ROTC Operations*.

QUALIFICATIONS:

Officers (Major thru Colonel) who meet the following prerequisites may apply:

Required:

- Bachelor's degree
- Permanently retired as an officer with at least 20 years of active duty
- Served last year of active duty as an officer
- Retired less than 5 years from the effective date of employment
- Meet DODI/AFJROTC weight/body fat standards (26% for males/36% females), possess high standards of military bearing, appearance, and moral character.
- Officers still on active duty may apply when within 6 months of a fixed retirement date or terminal leave date.
- Although AFJROTC provides certification training for applicants selected to teach AFJROTC, some schools may require instructors to be state certified as high school teachers or willing to work toward and achieve certification within a prescribed period.

Preferred:

- Master's degree
- Teaching experience, command experience, and experience working with youth groups

TERM OF EMPLOYMENT:

Full-time eleven-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on EASMC Teacher career ladder for eleven-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

Update 06.2024

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

ARMY JROTC INSTRUCTOR SAI

POSITION: Army JROTC Instructor (SAI)

REPORTS TO: Site Administrator

LOCATION: Various Locations

NATURE OF WORK:

The United States Army's Junior Reserve Officers' Training Corps, or JROTC, is designed to teach high school students the value of citizenship, leadership, service to the community, personal responsibility, and a sense of accomplishment, while instilling in them self-esteem, teamwork, and self-discipline. Its focus is reflected in its mission statement, "To motivate young people to be better citizens." It prepares high school students for responsible leadership roles while making them aware of their rights, responsibilities, and privileges as American citizens. The program is a stimulus for promoting graduation from high school, and it provides instruction and rewarding opportunities that will benefit the student, community, and nation.

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
- 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:

- Conducts the JROTC program in accordance with applicable law, and Army and Cadet Command regulations and policies. Prepares an annual Maser Training Plan.
- Develops a schedule for the year reflecting school activities and JROTC objectives and activities.
- Includes cadets in the planning phase and organizes cadets and resources toward the objectives.
- Performs administrative tasks.
- Maintains electronic student records, provides enrollment and other student reports as required by USACC; meets school administrative requirements.
- Teaches JROTC cadets.
- Achieves the curricular requirements and learning standards of the Program of Instruction.
- Attains and improves proficiency in all military and other subjects taught.

- Continuously improves instruction by staying abreast of new and alternative instructional and motivational techniques.
- Recommends changes to the curriculum and teaching methodology.
- Counsels and mentors students on their academic performance as members of the Corps of Cadets.
- Assists interested students in applying for SROTC scholarships and completing service academy applications.
- Accomplishes required school tasks.
- Participates in staff meetings, school committees, and student activities.
- Performs duties required of other teachers in the school.
- Develops professional qualifications.
- Participates in recurring instructor conferences and other professional development opportunities offered by the school district.
- Meets any continuing education requirements of the state, school district and USACC.
- Sets an outstanding personal example of professional, social, and personal behavior and appearance for cadets, colleagues, and the community
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

Senior Army Instructors (SAIs) are retired officers and are required to have a minimum of a bachelor's degree or higher. SAls who are certified by USACC that meet the requirements of Army Regulation 145-2 and Cadet Command Regulation 145-2 may apply.

Required:

- Baccalaureate degree
- Permanently retired as an officer with at least 20 years of active duty from the Army
- Served last year of active duty as an officer
- If retired, have been retired from active duty for less than three (3) years, and be receiving retirement pay
- Meet Army JROTC height/weight/body fat standards, high standards of military bearing, appearance, and moral character
- Have no court martial, civil convictions, or lost time
- Have an excellent record of military performance

TERM OF EMPLOYMENT:

Full-time eleven-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on EASMC teacher career ladder for eleven-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

Updated 7.2024

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

Naval Junior Reserve Officers Training Corp (JROTC) Instructor 11M

POSITION: Naval Junior Reserve Officers Training Corp (JROTC) Instructor 11m

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.

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:

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 eight 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
- Have attained the following educational degree requirements:
 - o Senior Naval Science Instructor - Bachelor's degree from accredited college or university recognized by the U.S. Department of Education.
 - o 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 Specialist Career Ladder for eleven-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

Update 05.2025

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

**NAVAL JUNIOR RESERVE OFFICERS TRAINING CORP (JROTC) SNSI
INSTRUCTOR**

POSITION: Naval Junior Reserve Officers Training Corp (JROTC) SNSI Instructor

REPORTS TO: Site Administrator

LOCATION: Various Locations

NATURE OF WORK:

The mission of the Naval Junior ROTC (NJROTC) 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:

The Senior Naval Science Instructor (SNSI) shall perform those duties pursuant to current regulations, policies, and procedures as established by Naval Service Training Command (NSTC) and the host school. The SNSI also reports to the NJROTC area manager for administrative and logistical support. The Naval Science Instructor (NSI) is the assistant to the SNSI, and shall perform

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 the 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
- Requisitioning all government furnished equipment (including uniforms, training aids, books, drill rifles, air rifles, 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 equipment/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 development 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 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:

The Naval Service Training Command (NSTC) enforces stringent certification requirements on all personnel applying to the NJROTC program. School officials may not offer employment to an applicant who does not possess a valid NSTC certification.

Required

- Eight 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
- 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 with the past 6 years
- 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

TERM OF EMPLOYMENT:

Full-time eleven-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on EASMC Specialist career ladder for eleven-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

UPDATED: 4.2025