



Job Title: High School JROTC Property Officer (Supplemental Assignment)

Supervisor: School Principal

Terms of Employment: This is a supplemental assignment in addition to regular teaching duties and is compensated according to the district supplement schedule. The position is a one-year appointment made at the discretion of the principal and is not guaranteed from year to year.

Job Summary

- Serves as a teacher leader responsible for the management, accountability, and oversight of all JROTC program equipment and instructional resources.
- Ensures accurate inventory control, proper maintenance, and secure handling of all program assets in support of cadet instruction, extracurricular activities, and operational readiness.
- Provides positive and productive leadership aligned to the principal's vision and ensures all equipment and resources are managed in accordance with district procedures, safety expectations, and program requirements.

Essential Duties

Equipment Management and Inventory Control

1. Manage and maintain accountability for all JROTC program equipment and instructional resources.
2. Maintain accurate and up-to-date inventory records for all assigned property.
3. Ensure proper storage, care, maintenance, and security of all equipment.
4. Support compliance with district procedures for inventory tracking, audits, and documentation.

Categories of Equipment Oversight

1. Manage uniform items, including issuance, collection, and maintenance tracking.
2. Oversee rifle range equipment and rifles, including secure storage and accountability procedures.
3. Manage drill rifles, including tracking, maintenance, and distribution.
4. Oversee archery equipment, including bows and related instructional materials.
5. Maintain robotics equipment used for instructional and competitive purposes.
6. Manage technology equipment, including televisions, monitors, computers, printers, and clickers.
7. Oversee drones and related instructional or program equipment.

Compliance and Safety

1. Ensure all equipment is used, stored, and maintained in accordance with district policies and safety protocols.
2. Support compliance with all applicable regulations governing weapons, training equipment, and

instructional materials.

3. Assist with preparation for audits, inspections, and program reviews.

Collaboration and Communication

1. Communicate effectively with JROTC instructors, staff, and administration regarding equipment needs, issues, and updates.
2. Collaborate with program leadership to ensure equipment availability for instruction, competitions, and events.
3. Provide timely updates regarding inventory status, repairs, and replacement needs.

Program Support

1. Support instructional and extracurricular program needs through effective equipment coordination.
2. Assist in ensuring resources are available for cadet training, competitions, and events.
3. Promote responsible use and stewardship of all JROTC program property among cadets and staff.

Expectations

1. Maintain full classroom teaching responsibilities while fulfilling supplemental leadership duties.
2. Ensure consistent and accurate inventory management throughout the school year.
3. Collaborate with program staff and administration to support operational readiness.
4. Uphold all district policies, safety protocols, and program requirements.
5. Perform additional duties as assigned in support of JROTC program operations and student success.

Minimum Qualifications (Knowledge, Skills and Abilities Required)

1. Valid South Carolina teaching certification.
2. Minimum of three years of successful classroom teaching experience (preferred).
3. Demonstrated instructional expertise, particularly in literacy and/or core content areas.
4. Strong facilitation, communication, and organizational skills.
5. Ability to lead adult learning and build capacity among peers.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus
- Ability to sit and stand for extended periods of time
- Manual dexterity for the purpose of using a telephone and data entry
- Read a computer screen and printed material with or without vision aids
- Hear and understand speech at normal levels and on the telephone
- Speak in audible tones so that others may understand clearly in person and on the telephone

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supplement Amount: \$778.00

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

