



Job Title: High School JROTC Extracurricular Activities Director (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 supporting, coordinating, and supervising cadet-led extracurricular programs that build leadership, discipline, teamwork, and school pride.
- Ensures safe and effective execution of JROTC-related teams, events, and ceremonial duties while promoting student engagement and leadership development.
- Provides positive and productive leadership aligned to the principal's vision and supports schoolwide goals related to student growth, engagement, citizenship, and school culture.

Essential Duties

Cadet Programs and Competitive Teams

1. Supervise Color Guard, including performances at football games, boards, 9/11 ceremonies, Veterans Day events, and stakeholder requests.
2. Supervise Rifle Team participation at local, state, and national levels.
3. Supervise Raider Team participation at local, state, and national levels.
4. Supervise Archery Team participation at local, state, and national levels.

Ceremonies and Major Events

1. Supervise Cadet Ball planning and execution.
2. Supervise Awards Night planning and execution.
3. Support coordination of ceremonial and recognition events that highlight cadet achievement and program success.

Program Leadership and Year-Round Operations

1. Lead and coordinate year-round extracurricular JROTC events and activities.
2. Coordinate and supervise competitions, performances, and service-related activities.
3. Ensure alignment of extracurricular programming with the JROTC mission and school expectations.

Student Supervision and Safety

1. Provide supervision to ensure student safety during all meetings, events, competitions, and trips.
2. Ensure compliance with district policies and safety expectations for all activities, travel, and performances.

Student Experience and Program Development

1. Support recruitment, engagement, and retention of cadet members.
2. Promote a positive and inclusive environment that supports student growth, leadership development, and connection.
3. Monitor eligibility and academic expectations for participation, when applicable.

Communication and Collaboration

1. Communicate effectively with students, parents, and school administration regarding schedules, expectations, and program activities.
2. Collaborate with other sponsors and staff to support schoolwide initiatives and culture.

Operations, Budget and Compliance

1. Maintain inventory and monitor the department budget, including uniforms, equipment, and program materials.
2. Manage budgets and fundraising efforts in accordance with district procedures.
3. Ensure proper care, organization, and tracking of all JROTC resources.
4. Complete and submit required forms, permissions, and documentation in a timely manner.

Expectations

1. Maintain full classroom teaching responsibilities while fulfilling supplemental leadership duties.
2. Participate in required meetings, training, and planning sessions.
3. Collaborate with administration to align JROTC extracurricular programs with school goals.
4. Uphold all district policies, school procedures, and safety protocols.
5. Perform additional duties as assigned in support of student success and program excellence.

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: \$2,500.00

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.

