JOB DESCRIPTION

JROTC Program Instructor/Coordinator

Reports to:	Site Administrator	**Employment Group / Salary Range:**	non represented Certificated
Dept:	Educational Services	**FLSA:**	non-exempt
Annual Work Days:	185	**Formal Review Date:** **Board Approval Date:**	4/26/24 5/6/24

PRIMARY FUNCTIONS

The Instructor is responsible for providing training that prepares students for leadership roles. This will include general leadership skills, physical fitness, and general military history and theory.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Engages and supports all students in learning by providing for a variety of learning styles, ability levels, and educational/linguistic backgrounds.
- Effectively plans instruction and designs learning experiences for all students. Employs technology as appropriate to enhance instruction.
- Establishes and maintains standards of pupil behavior through proper control and supervision and the provision of learning activities which stimulate the interest and motivation of pupils.
- Develops and implements effective classroom management procedures.
- Creates and maintains effective environments for student learning.
- Understands and organizes subject matter for student learning.
- Assesses students for learning in accordance with District and state requirements. Maintains accurate, through records of student attendance, achievement and behavioral performance.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

- High School Diploma or GED
- Credential or enrollment in an intern program authorizing teaching of a specific content area in the state of California.
- Must be retired from the U.S. Army, must be a Commissioned Officer or a Warrant Officer, and must be a Retired Noncommissioned Officer (NCO) in grades E-6 through E-9.
- Valid Designated Subject ROTC Credential or approving letter from the U.S. Army.

From the US Army Cadet Command website: "Retired Army personnel (E-6 through O-6) who have at least 20 years of active duty service, receiving a retirement pay, and who have not been retired for more than 3 years may apply for the certification as a JROTC instructor. However, applicants must be certified

and employed within 3 years from retirement. Medically retired personnel are not eligible unless in receipt of retirement pay. Active duty personnel are not eligible unless in receipt of retirement pay. Active duty personnel within 1 year of retirement may apply for certification with retirement orders."

Licenses, Certificates and Other Requirements:

- Valid CA Drivers License
- Maintain Auto Insurance

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- California Content Standards and Frameworks.
- PJUSD adopted curriculum.
- Research-based instructional best practices/activities/strategies pertinent to assigned areas of specialty.
- The development of a secondary classroom program to support the goals of the District.
- Principles, practices, procedures, rules, codes, regulations, techniques, and strategies of the District and assigned areas of focus.
- Commonly used education technology such as learning management systems, educational services, and educational related tools (i.e. interactive whiteboards).
- Learning theories and how technology can be used to support instructional design, assessment, differentiated instruction, etc.
- Applicable sections of the State Education Code and other applicable laws.
- Current trends and research concerning educational technology.
- District policies, rules, and regulations
- Technology to present lessons, communicate with others, and keep records.

Skills and Abilities to:

- Utilizes proper English usage, grammar, punctuation, spelling, and English speaking skills.
- Works with students, District personnel, and the general public in a pleasant and cooperative manner.
- Understands and follows complex oral and written instructions and completes assignments in an independent manner.
- Analyzes situations and takes appropriate action regarding routine/emergency procedural matters without immediate supervision.
- Plans, organizes, and coordinates assigned tasks to meet established timelines.
- Maintains professional confidentiality and works collaboratively with peers.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 30 pounds.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks.

WORKING ENVIRONMENT

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

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

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Employee Signature ***Date***

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Name Printed