

JOB DESCRIPTION

Job Title	JROTC Army Instructor	Job Title Code	239050
Reports to	Senior Army Instructor and Principal	Wage/Hour Status	Exempt
Dept/School	Assigned Campus	Pay Grade	TBA
		Date Revised	April 24, 2025

Primary Purpose

Assist in managing and administering the Army JROTC Program according to public laws, Army regulations and policies, and District guidelines.

Education/Certification

- High School Diploma/GED or Higher Education from an accredited institution of higher education
- Valid US Army Cadet Command certification
- Retired US Army Non-Commissioned Officer Staff Sergeant (E-6) to Sergeant Major/ Command
- Sergeant Major (E-9) or Warrant Officer (W-1 to W-5)
- Must obtain an Associate Degree from an accredited college or university within five (5) years of hire date.

Special Knowledge/Skills

- Effective instructional/teaching knowledge and skills
- Strong organizational, communication, public relations, and interpersonal skills

Major Responsibilities and Duties

Cadet Records/JROTC Unit Management System (JUMS)

1. Maintain accurate cadet records in JUMS.
2. Perform cadet transactions in JUMS.
3. Supervise cadet battalion staff for JUMS utilization.
4. Submit other required reports to higher headquarters through JUMS.
5. Perform other duties as assigned by supervisor.

Reference Materials

6. Order curriculum publications and other reference materials.
7. Maintain chain of command and other bulletin boards.

Supply Management

8. Establish and enforce JROTC unit supply accountability and management procedures.
9. Safeguard all JROTC unit and government property.
10. Issue uniforms, equipment and curriculum materials to cadets and maintain proper accountability paperwork.
11. Receive and account for issued uniforms, equipment and curriculum material when required.

Special Teams

12. Coach designated teams: drill team, air rifle team.

Inspections

13. Inspect and maintain JROTC unit equipment.

Support Tasking

14. Provide cadet support to school and community organizations.



JOB DESCRIPTION

Lesson Plans

15. Instruct cadets in JROTC lessons assigned by the Senior Army Instructor (SAI).

Cadet Accountability

- 16. Account for assigned cadets during every class period and extracurricular activity.
- 17. Enforce discipline to ensure cadets maintain proper appearance and personal conduct standards.

Summer Training

- 18. Assist in coordination of JROTC unit for summer camp.
- 19. Attend summer camp and serve as camp cadre member.

Professional Growth

20. Participate in career improvement efforts such as in-service training, workshops, and advanced educational courses for professional development, as required by Army JROTC, school, state, or federal directives or laws.

Supervisory Responsibilities

JROTC cadets

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress; frequent prolonged and irregular hours; frequent district-wide and out-of-town travel.

Terms of Employment

193 days; salary to be established by the Board of Trustees
11-month contract, Salary will be MIP in accordance with the established guidelines by Title 10 of the United States Code.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
 Job Title: _____
 Date: _____

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 Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
 Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred



JOB DESCRIPTION

to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.