



JOB DESCRIPTION

Job Title:	Director JROTC Programs	Wage/Hour Status:	Exempt
Reports to:	Associate Superintendent, Academics and School Leadership	Pay Grade:	105
Dept/School:	Academic Support Programs	Date Revised:	November 12, 2024

Primary Purpose

Military supervisor of JROTC instructors and their campus JROTC departments. Immediate supervisor of the JROTC assistant – operations non-commissioned officer (NCO) and the JROTC assistant – military property custodian. Manage administrative, logistical, planning, operations and training activities of the Junior Reserve Officers’ Training Corps program office. Enforce district policies, curriculum instruction standards and military service regulations.

Qualifications

Education/Certification-

Bachelor’s Degree
Retired U.S. Army Commissioned Officer Lieutenant Colonel (O-5) or Colonel (O-6) Valid U.S. Army Cadet Command Certification

Special Knowledge/Skills

- Expert knowledge of administrative, logistical, planning, operations and training regulations and policies pertaining to Army JROTC programs
- General knowledge of administrative, logistical, planning, operations, and training regulations and policies pertaining to Air Force and Marine Corps JROTC programs
- Ability to solve complex and unstructured problems, and formulate solutions into plans, systems or programs for district, region, state or national implementation
- Excellent organizational, communication, and interpersonal skills

Experience

Three (3) years of JROTC teaching experience

Major Responsibilities and Duties

1. Forecast and manage local district JROTC budget.
2. Prepare and submit instructor salary computation, salary adjustments and salary reimbursement memorandums.
3. Approve and certify government purchase card (GPC) requisitions.
4. Plan and coordinate out-of-town event participation.
5. Maintain relationships with regional universities.
6. Establish and maintain relationships with state and federal government agencies.

Instructor Management

7. Supervise master training schedule/curriculum plan execution and curriculum guidance implementation.
8. Plan, coordinate and supervise JROTC cadet leadership challenge (JCLC) training.
9. Develop, submit, and disseminate master training schedule.
10. Publish annual curriculum guidance.
11. Develop agenda and coordinate curriculum-training activities.
12. Conduct prospective instructor interviews as a certified interviewer.
13. Manage senior instructor hiring, assignment and termination actions in conjunction with principals.
14. Conduct senior instructor performance counseling.



- 15. Evaluate senior instructors and classroom instruction.
- 16. Attend appropriate administrator meetings and report on JROTC program progress or changes.
- 17. Visit JROTC programs and principals to discuss programs.
- 18. Approve and endorse instructor paperwork for associate superintendent signature.
- 19. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise assigned personnel

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

226 days; salary to be established by the Board of Trustees and in accordance with JROTC Standardized Pay Scale (JSIPS) Minimum Pay Scale Determination.

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: _____

Approved: _____

Job Title: _____

Date: _____

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