

Job Title:	JROTC Senior Army Instructor	Wage/Hour Status:	Exempt
Reports to:	Principal and Facilitator JROTC Program	Pay Grade:	TBA
Dept. /School:	Assigned Campus	Date Revised:	June 6, 2024

Primary Purpose

Department head and senior instructor to manage and administer the JROTC program according to public laws, Army regulations, policies, and District guidelines.

Qualifications**Education/Certification**

Bachelor's Degree

Retired U.S. Army Commissioned Officer, Captain (O-3) to Colonel (O-6), or Warrant Officer (W-1 to W-5)

Valid US Army Cadet Command certification

Special Knowledge/Skills

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

Major Responsibilities and Duties**Reporting**

1. Submit reports to the Director of Army Instruction (DAI) office and higher headquarters as directed.
2. Maintain file copies of all submitted reports.
3. Maintain contact with parents of cadets experiencing academic or behavioral problems.
4. Disseminate information from DAI office meetings and correspondence.
5. Submit paperwork requiring associate superintendent signature and approval to DAI.
6. Utilize and maintain JROTC information management technology: curriculum manager, JROTC unit management system and JROTC command information management system.
7. Perform other duties as assigned by supervisor.

Calendars / Training Schedules

8. Prepare weekly training schedules.
9. Schedule and coordinate JROTC unit activities: department, school and community.

Fundraising

10. Collect, account and manage raised funds.
11. Maintain collection receipt books and supervise all associated financial matters.

Campus Funding

12. Forecast and manage campus-provided funding.

Publicity

13. Conduct public affairs efforts in feeder pattern schools, on-campus and in the community to recruit prospective cadets and to promote the JROTC program.
14. Submit photographs and articles to DAI office for web portal posting.

Property Accountability

15. Ensure inventory of sensitive items be conducted monthly.
16. Conduct 100% property inventory as directed by MPS.
17. Update and maintain hand receipt of government property.
18. Maintain accountability of all equipment in accordance with Army regulation (AR) 710-2 including items requiring formal and informal accountability, and durable items costing \$5K or less.

Military Ball

19. Plan and coordinate annual military ball.

Field Trips

20. Plan and coordinate local educational field trips.

Out-of-town Events/Training

21. Plan and coordinate out-of-town extracurricular competitions and educational activities.

Special Teams

22. Coordinate extracurricular activities and events.
23. Coach designated teams: drill team, air rifle team.

Transportation

24. Coordinate competition and educational activity transportation.

Awards

25. Submit cadet award nominations and other awards in accordance with DAI suspense timelines.

Social Events

26. Coordinate JROTC unit team-building events as appropriate.

Lesson Plans

27. Determine leadership, education and training (LET) level teaching responsibilities for the Senior Army Instructor (SAI) and Army instructor (AI0).
28. Instruct designated LET levels in accordance with the master training schedule / curriculum plan.
29. Adhere to infantry squad through battalion organizational principles when arranging JROTC unit.
30. Ensure JROTC unit participation in mandatory curriculum activities: JLAB academic and leadership teams, 5th Brigade essay contest and cadet challenge.

Cadet Accountability

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

Summer Training

33. Coordinate JROTC unit participation in annual summer camp.
34. Attend summer camp and serve as camp cadre member.

Professional Growth

35. 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.
36. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Assigned personnel

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

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

Terms of Employment

193 days; salary will be Minimum Instructor Pay (MIP) determined 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: _____

Approved: _____

Job Title: _____

Date: _____

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

Employee: _____

Date: _____

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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.