



## JOB DESCRIPTION

<b>Job Title:</b>	JROTC Senior Marine Instructor	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Principal and Facilitator JROTC Program	<b>Pay Grade:</b>	TBA
<b>Dept./School:</b>	Assigned Campus	<b>Date Revised:</b>	November 13, 2024

### Primary Purpose

Manage and administer the Marine Corps National Defense Cadet Corps (NDCC) or Junior Reserve Officers' Training Corps program according to public laws, Marine Corps regulations, policies, and district guidelines.

### Qualifications

#### Education/Certification

Category I - Officer and Senior enlisted Marines who have retired from or will be retiring from active duty (approved retirement date required), or

Category II - Reserve Officer and senior enlisted Marines who have completed twenty (20) years of honorable service are eligible to apply to become JROTC instructors, or

Category III - Marine in pay grade Warrant Officer 1 and above who have separated with eight (8) plus years of active service and who have no more than 5 years since separation for active duty

Prospective instructor must have a favorable recommendation from their last reporting senior and a career record that demonstrates good judgment, character, and honorable service

Senior Marine Instructor (SMI) must also possess a bachelor's degree, have a competitive military record, and be physically qualified according to MCJROTC standards

Valid US Marine Corps Training and Education Command (TECOM) Certification

#### Special Knowledge/Skills

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

### Major Responsibilities and Duties

#### Program Management and Reporting

1. Supervise and manage overall program, administrative, operations, logistics, planning and training activities.
2. Conduct performance counseling with the Marine instructor.
3. Maintain an extensive extracurricular program for cadets to exercise and demonstrate leadership and competence.
4. Submit required military and district reports to the appropriate agency as required.
5. Utilize and maintain JROTC information management technology.
6. Maintain traditional Marine Corps standards of decorum and personal appearance including proper uniform, haircut, and height and weight standards as prescribed by current regulations.
7. Wear the Marine Corps uniform during the school day and during Marine Corps (MC) JROTC related extracurricular activities such as drill and marksmanship competitions, community service, and field trips.
8. Schedule and coordinate JROTC unit activities: department, school and community.
9. Perform other duties as assigned by supervisor.

#### Fundraising

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

#### Campus Funding

12. Forecast and manage campus-provided funding.

#### Publicity

13. Conduct briefings to school administrators, faculty and community organizations to inform members



about the JROTC program and to elicit support.

14. Actively recruit potential cadets through middle school visits and briefings to students, faculty and administrators.
15. Build strong relationships with campus and community organizations, and other Marine Corps and civilian agencies through instructor and cadet interaction and support.

**Property Accountability**

16. Conduct 100% property inventory and maintain hand receipts for government property as directed.
17. Supervise requisition, maintenance, accountability and security of JROTC property issued by the Marine Corps and the district.

**Military Ball**

18. Plan and coordinate the annual military ball.

**Field Trips**

19. Plan and coordinate local educational field trips.

**Out-of-town Events/Training**

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

**Extracurricular Teams**

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

**Transportation**

23. Coordinate competition and educational activity transportation.

**Awards**

24. Submit cadet award nominations and other awards in accordance with regulatory and district timelines.

**Social Events**

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

**Lesson Plans**

26. Instruct designated leadership and education (LE) levels in accordance with the program of instruction.
27. Ensure JROTC unit participation in mandatory curriculum activities.

**Cadet Accountability**

28. Counsel Cadets on duty performance and personal conduct to assist in their leadership development.
29. Account for assigned cadets during every class period and extracurricular activity.
30. Enforce discipline to ensure cadets maintain proper appearance and personal conduct standards.

**Summer Training**

31. Coordinate JROTC unit participation in annual summer camp.
32. Attend summer camp and serve as camp cadre member.

**Professional Growth**

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

**Supervisory Responsibilities**

Marine Instructor and JROTC cadets



**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.

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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.