

# JOB DESCRIPTION

<b>Job Title</b>	JROT Aerospace Science Instructor	<b>Job Title Code</b>	239070
<b>Reports to</b>	JROTC Senior Aerospace Science Instructor and Principal	<b>Wage/Hour Status</b>	Exempt
<b>Dept/School</b>	Assigned Campus	<b>Pay Grade</b>	TBA
		<b>Date Revised</b>	February 28, 2025

## Primary Purpose

Assist with the instruction, supervision and development of students, and the operation of the unit as directed by the Senior Aerospace Science Instructor (SASI).

## Education/Certification

- Associates Degree (this is not waivable)
- Retired U. S. Air Force Non-Commissioned Officer Technical Sergeant (E-6) to Command
- Chief Master Sergeant (E-9) minimum of 10 years of satisfactory military service (retired, nonretired veteran) as of the application date.
- Valid Air Force JROTC Director 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. Maintain liaison with Air Force representatives in academics, logistics, finance, and academic areas to ensure effective utilization of Air Force resources.
2. Maintain required Title 10-unit viability/cadet enrollment and unit operation/management outlined in Air Force Junior Reserve Officer Training Corps (AFJROTC) regulations.
3. Perform other duties as assigned by supervisor.

### Property Accountability

4. Serve as unit military property custodian and follow applicable policies and regulations.
5. Follow AFJROTC financial procedures and maintain financial accountability in accordance with AFJROTC policy.

### Field Trips

6. Ensure cadets participate in AFJROTC sponsored trips; event; activities; drill competitions, associated student fundraising (and any other AFJROTC event or activity) are directly supervised by at least one AFJROTC instructor and the appropriate number of chaperones.

### Lesson Plans

7. Plan, organize, and instruct aerospace science and leadership education academic courses in compliance with AFJROTC regulations and other applicable directives.
8. Develop course syllabi, daily and weekly lesson plans, assignments, demonstrations, training aids, reference materials, and any related data to accomplish course and lesson objectives.

### Cadet Accountability

9. Evaluate student progress, diagnose individual learning problems, and initiate corrective action, as appropriate.
10. Ensure effective development of cadet leaders and supervise cadet operations and activities.
11. Ensure cadets maintain high standards of personal conduct and appearance at all times.

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## Summer Training

12. During student summer vacations, plan and conduct cadet leadership courses offering a variety of non- classroom activities outlined in AFJROTC regulations.

## Professional Growth

13. Participate in career improvement efforts such as in-service training, workshops, and advanced educational courses for professional development, as required by AFJROTC, school, state, or federal directives or laws.
14. Perform other duties as assigned by supervisor.

## 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 Board of Trustees

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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 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 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



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referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.