

JOB DESCRIPTION

Job Title	JROTC Senior Aerospace Science Instructor	Job Title Code	239072
Reports to	Principal and Director JROTC Programs	Wage/Hour Status	Exempt
Dept/School	Assigned Campus	Pay Grade	TBA
		Date Revised	December 5, 2024

Primary Purpose

Department head and senior instructor who manages and administers the Air Force Junior Reserve Officer Training Corps (AFJROTC) program in accordance with public law, Department of Defense, U.S. Air Force, and district guidelines under school principal and JROTC program facilitator supervision.

Education/Certification

- Bachelor's Degree from an accredited university
- Retired US Air Force Commission Officer Captain (O-3) to Colonel (O-6) Valid Air Force JROTC Director Certification
- All applicants must have reached a minimum of 10 years of satisfactory military service (retired, non-retired, veteran) as of the application date
- Only those individuals who possess a current instructor certification from Headquarters AFJROTC can be hired

Special Knowledge/Skills

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

Major Responsibilities and Duties

Program Management and Reporting

1. Supervise, evaluate, and assign work to assigned Aerospace Science Instructors (ASIs).
2. Review and monitor the course plan of each assigned instructor.
3. Supervise the academic, administrative, logistical, co-curricular, and financial management of the unit.
4. Maintain liaison with Air Force representatives in academics, logistics, finance, and academic areas to ensure effective utilization of Air Force resources.
5. Evaluate the aerospace science and leadership education program to determine whether Air Force and school objectives are accomplished.
6. Coordinate with Holm Center and school officials to ensure AFJROTC accreditation.
7. Interview, evaluate and recommend applicants applying for AFJROTC instructor duty when necessary.
8. Maintain required Title 10-unit viability/cadet enrollment and unit operation/management outlined in AFJROTC regulations.
9. Utilize and maintain JROTC information management technology.
10. Perform other duties as assigned by supervisor.

Property Accountability

11. Follow AFJROTC financial procedures and maintain financial accountability in accordance with AFJROTC policy.

Field Trips

12. Develop and supervise curriculum-in-action (CIA) trips, associated student fundraising, community service and other co-curricular activities.

Out-of-town Events/Training

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13. Ensure cadets participating in AFJROTC sponsored trips, events, activities; drill competitions, and 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

14. Plan, organize, and instruct aerospace science and leadership education academic courses in compliance with AFJROTC regulations and other applicable directives.
15. 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

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

Summer Training

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

Professional Growth

20. 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.

Supervisory Responsibilities

Aerospace Science Instructor and ROTC 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

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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 Job Title: _____
 Date: _____

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



EL PASO
INDEPENDENT
SCHOOL DISTRICT

JOB DESCRIPTION

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.