

# JOB DESCRIPTION

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<b>Job Title</b>	JROTC Assistant Operations NCO	<b>Job Title Code</b>	162410
<b>Reports to</b>	Facilitator JROTC Programs	<b>Wage/Hour Status</b>	Exempt
<b>Dept/School</b>	Academic Support Programs	<b>Pay Grade</b>	102
		<b>Date Revised</b>	September 10, 2025

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## Primary Purpose

Serve as JROTC program office assistant responsible for planning, coordination and execution of administrative, operations and training activities of the El Paso Independent School District (EPISD) JROTC program. Perform other specified and implied duties as directed by the JROTC facilitator.

## Education/Certification

- Bachelor's Degree from an accredited college or university
- Retired US Army Non-Commissioned Officer Master Sergeant/First Sergeant (E-8) or Sergeant
- Major/Command Sergeant Major (E-9)
- Valid US Army Cadet Command Certification

## Special Knowledge/Skills

- Expert knowledge of administrative, operations, and training regulations and policies pertaining to Army JROTC Programs
- General knowledge of administrative, operations and training regulations and policies pertaining to Air Force and Marine Corp JROTC Programs
- Ability to plan, coordinate and execute routinely recurring actions and district-wide extracurricular events without supervision
- Strong leadership ability to establish and enforce district and higher headquarters academic and military standards

## Experience

- Three (3) years of JROTC teaching experience

## Major Responsibilities and Duties

### Instructor Management

1. Participate in instructor hiring, assignment and termination actions in conjunction with the senior instructor and principal.
2. Establish and maintain all office personnel records, and other military and district files.
3. Manage and administer weight control program.
4. Monitor and evaluate instructors and classroom instruction.
5. Perform other duties as assigned by supervisor.

### Reporting

6. Supervise and assist JROTC unit management system (JUMS) and JROTC command information management system (JCIMS) transactions as subject matter expert.
7. Review and assist in unit and program assessment rating tool (PART) report submission to higher headquarters.

### Calendar/Training Schedules

8. Develop, coordinate, update and disseminate annual district JROTC calendar.
9. Collect and review JROTC unit weekly training schedules.

### Publicity

10. Coordinate with district community engage staff regarding media coverage.

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## Reference Materials

11. Requisition textbooks, blank forms, publications, instructional material, and office supplies and equipment.

## Alternate Billing Official

12. In the absence of the billing official, approve and certify government purchase card (GPC) transactions.

## Regulations

13. Update and maintain all JROTC program regulations.
14. Subject matter expert for district JROTC competitions regarding rules, regulations, procedures, judging and scoring.

## Transportation

15. Manage JROTC unit transportation.

## Awards

16. Manage award purchases and coordinate award presentations.

## Memorandums of Instruction (MOI)/Operations Orders (OPORD)

17. Publish district-wide memorandums of instruction (MOI) and operation orders (OPORD).

## Inspections

18. Coordinate and execute JROTC unit inspections.
19. Inspect cadets, JROTC facilities and administrative records and files management procedures.

## Support Tasking

20. Coordinate district and community JROTC support when requested.

## Army and District Training

21. Disseminate requirements and track mandatory Army and district training attendance and completion.

## Supervisory Responsibilities

None

## 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



## JOB DESCRIPTION

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