



RIALTO UNIFIED SCHOOL DISTRICT

ROTC Instructor (Army) Job Description

DEFINITION

As part of a secondary teaching assignment, teaches one or more classes of JROTC to pupils in grades 9-12, and assists in other school programs as assigned. This is an Army instructor's position. It requires an Army commissioned or non-commissioned officer who possesses a valid standard designated subjects teaching credential in ROTC and who has been certified as a high school ROTC instructor by the Army ROTC through any of the ROTC Regional Headquarters.

ESSENTIAL DUTIES

- Conduct the JROTC program in accordance with applicable law, and Army and Cadet Command regulations and policies.
- Prepare an annual Master Training Plan. Develop a schedule for the year reflecting school activities and JROTC objectives and activities. Include Cadets in the planning phase and organize Cadets and resources toward the objectives.
- Perform administrative tasks. Maintain electronic student records; provide enrollment and other student reports as required by United States Army Cadet Command (USACC); meet school administrative requirements.
- Carry out logistics tasks. Prepare requisitions. Maintain arms and supply operations in accordance with regulatory guidance.
- Recruit and retain new students. Market the JROTC program in the school and community. Maintain the minimum enrollment of 100 Cadets or 10 percent of the school's total student enrollment
- Teach JROTC Cadets. Achieve the curricular requirements and learning standards of the Program of Instruction. Attain and improve proficiency in all military and other subjects taught. Continuously improve instruction by staying abreast of new and alternative instructional and motivational techniques. Recommend changes to the curriculum and teaching methodology.
- Counsel and mentor students on their academic performance as members of the Corps of Cadets. Assist interested students in applying for the Senior Reserve Officers' Training Corps (SROTC) scholarships and completing service academy applications.
- Accomplish required school tasks. Participate in staff meetings, school committees, and student activities. Perform duties required of other teachers in the school.
- Plan, organize and conduct hands-on training that build from instructions in the classroom: color guard, marksmanship (optional), drill teams, and JROTC social activities, such as an annual ball.
- Conduct risk assessment to mitigate the possibility of an accident for all activities; observe and enforce Army and school safety guidelines.
- Develop professional qualifications. Participate in recurring instructor conferences and other professional development opportunities offered by the school district. Meet any continuing education requirements of the state, school district and USACC.
- Prepare the unit for official visits by dignitaries, Tri-annual formal inspections, and mandated assist visits from higher headquarters.
- Plan and coordinate Cadet and instructor's attendance to the annual JROTC Cadet Leadership Challenge (JCLC), conduct training, and other activities as prescribed by the JCLC commander.
- Set an outstanding personal example of professional, social and personal behavior and appearance for Cadets, colleagues and the community.
- Perform other duties as assigned.

Other Duties and Responsibilities:

- Selects and requisitions books, instructional aids, and instructional supplies and maintains required inventory records; may request resource speakers and field trips.
- Communicates with parents and school counselor to discuss the individual pupil's progress.
- Supervises pupils in out-of-classroom activities during the assigned working day.
- Participates in curriculum and other developmental programs within the school of assignment and/or on a District level.
- Maintains student records as prescribed in the United States Army Cadet Command (USACC) regulations and policies.
- Participates in intra-school planning and communications by working with the building administrators in the development of school policy, school needs, budget development, student affairs, and other areas related to the overall education programs, through serving on faculty council, etc., when elected or jointly chosen by staff and Principal.
- Other duties as assigned by the Principal.

QUALIFICATIONS

Knowledge of:

- JROTC program policies and regulations.

Ability to:

- Identify pupil needs, and cooperate with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
- Be able to think logically and to communicate effectively with others, both orally and in writing.

Experience and Education:

- Must be certified by the USACC and meet the requirements of Army Regulation 145-2 and Cadet Command Regulation 145-2.
- Possession of/eligible for a Designated Subjects ROTC Credential.
- Fingerprints on file as required by State law.
- TB Skin Test as required by State law.

PHYSICAL CLASS:

MODERATE WORK - lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.

WORK AREA REQUIREMENTS:

Regular classroom, specialized classrooms, locker-rooms, on the playground fields, parking lot, bus stop areas and possibly field trips.

Ability to use common school hand tools, computer, telephone and photocopy machine.

Ability to transverse a 40 acre campus which could include asphalt, sidewalks, grass on playgrounds, dirt, and bus areas.

PHYSICAL REQUIREMENTS:

The time requirements are listed considering this wording and meaning:

Occasionally/Low - up to 3 hours

Frequently/Medium - 3 to 6 hours

Constantly/High - 6 to 8 hours

Stooping:	Constantly	Carrying:	Constantly
Bending:	Constantly	Standing:	Constantly
Keyboarding:	Occasionally	Kneeling:	Occasionally
Lifting:	Frequently	Sitting:	Occasionally
Reaching:	Occasionally/Frequently	*Driving:	Occasionally
Handling:	Constantly	Walking:	Constantly
Grasping:	Constantly	Push/Pull:	Frequently
Fingering:	Constantly		

*Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.

FREQUENT MOTION:

Twisting:	Constantly
Wrist flexion:	Constantly
Elbow flexion/extension:	Constantly
Reaching to shoulder level:	Frequently
Forward shoulder/neck flexion:	Frequently
Reaching below shoulder level:	Constantly

SENSORY REQUIREMENTS:

Ability to see:	Constantly	Ability to hear:	Constantly
Ability to talk:	Constantly	Ability to smell:	Constantly

Ability to touch: Constantly

THIS JOB REQUIRES:

Alertness: Constantly
Attention to detail: Constantly
Recall of names & dates: Constantly
The use of two hands: Constantly
Ability to work in temperatures down to 40 degrees and up to 110 degrees: Constantly

MUST BE ABLE TO DEAL WITH THESE ENVIRONMENTAL CONSIDERATIONS:

Heat: Frequently
Odor: Occasionally
Noise: Constantly
Humidity: Occasionally
Moisture: Occasionally
Fluorescent lights: Frequently
Floor may be slippery at times: Occasionally
Working in close quarters with others: Frequently
Working inside: 5% of the day
Working outside: 95% of the day

ABILITY TO DEAL WITH PSYCHOLOGICAL FACTORS:

Team work:	Constantly	Frustration:	Occasionally
Repetitive Tasks:	Yes - High	Level of responsibility:	High
Must keep up with schedule:	High	Flexibility:	High
Able to work overtime as needed:		Occasionally	
Dealing with angry teachers, students & parents:		Occasionally	

PHYSIOLOGIC FACTORS:

Have a high level of consciousness: Yes
Orientation to time, place or person: Yes
Ability to read at 12th grade level: Yes
Ability to comprehend and follow directions: Yes
Able to keep up a high activity level during the shift: Yes

DISTRICT MINIMUM REQUIREMENTS:

Fingerprints on file as required by State law
TB Skin Test as required by State law

**AN EQUAL OPPORTUNITY EMPLOYER
RIALTO UNIFIED SCHOOL DISTRICT IS A “DRUG and TOBACCO-FREE WORKPLACE”**