



RIALTO UNIFIED SCHOOL DISTRICT

ROTC Instructor (Navy) Job Description

DEFINITION

As part of a secondary teaching assignment, teaches one or more classes of NJROTC to pupils in grades 9-12, and assists in other school programs as assigned. This is a Navy instructor's position. It requires a Navy 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 Navy ROTC through any of the ROTC Regional Headquarters.

ESSENTIAL DUTIES

- Administer and manage the NJROTC program effectively according to law, regulations, policies, and principles.
- Actively recruit students to join NJROTC.
- Achieve desired learning goals by teaching prescribed NJROTC subjects listed in the Program of Instruction.
- Maintain proficiency in military subjects taught.
- Modify and improve given instruction by remaining continuously alert to new and alternative instructional methods and motivational techniques.
- Maintain arms (inoperative) and supply facilities in strict compliance with Navy security regulations.
- Comply to the letter with the Navy and school district safety guidelines in all instances when instructing, supervising, monitoring, accompanying, or escorting cadets.
- Insure facilities provided are adequate to support program.
- Prepare unit for formal inspection.
- Counsel cadets on their performance within the Corp of cadets.
- Conduct a public affairs program directed at school and community to further enhance understanding of the NJROTC program.
- Conduct training at NJROTC summer camps and other duties as prescribed by camp commander.
- Assist cadets in applying for Senior NROTC scholarships and service academy appointments.
- Set the appropriate example in decorum and cooperativeness positive attitude and consistency for cadets and colleagues.
- Organize, develop, and administer the NJROTC program in assigned schools.
- Prepare and maintain administrative and support reference materials required to be available in the school.
- Draw, maintain, and account for all property issued to the school; ensure sensitive items of equipment are secured.
- Organize, supervise, and develop extracurricular activities to include color guard, drill teams, rifle teams, orientation teams and special programs.
- Assist in the review, organization, and implementation of all technical data required to develop a military curriculum.
- Perform the duties of a classroom teacher (NJROTC curriculum).

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 Navy regulations and local 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:

- NJROTC program policies and regulations.

ROTC Instructor (Navy) – Page 2

Ability to:

- Identify pupil needs, and cooperate with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.

Experience and Education:

- Approved Senior Naval Science Instructor or Naval Science Instructor Certificate/Designated Subjects ROTC Credential.
- 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"**