

## **Cape Girardeau Public School District No. 63 Job Description**

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**Job Title:** JROTC Instructor

**Terms of Employment:** 9 month contract; 183 days

**FLSA Status:** Exempt

**Reports To:** Principal

### **Brief Description of Position:**

The JROTC Instructor is responsible for successfully incorporating the Classroom Performance System (CPS) within classroom instruction, and has knowledge of curriculum planning, Air Force educational programs, drill and ceremonies, and education administration, including tests and measurements.

### **Required Qualifications:**

- Bachelor's degree, preferably in Education, Management, or Science.
- Current valid educator license with appropriate endorsement.
- Retired Air Force officer (Major or Colonel) with a minimum of 20 years extended active duty, or retired Gray-area Air Force Guard or Reserve member with a minimum of 3,600 retirement points; be retired 5 years or less when hired as an Instructor (may be waived if the applicant is otherwise exceptionally well qualified and based on the needs of AFJROTC); and served the last year of active duty as an officer.
- Must complete the Air Force JROTC Instructor Certification Course (JICC) or Virtual JICC. Certifications remains valid as determined by Holm Center/JR.

### **Essential Duties and Responsibilities:**

- Possess key traits for success, including action oriented, outgoing, proactive, and self-reliant.
- Be dynamic and have an understanding of the physical, intellectual, social, and emotional growth patterns of high school students.
- Must be of good moral character and have an enthusiasm for aerospace science, leadership education, teaching, and the Air Force.
- Prepare and maintain accurate records, verbal, and written communication skills.
- Knowledge is required to perform advanced math, read technical information, compose a variety of documents, and/or facilitate group discussions.
- Analyze situations to define issues and draw conclusions.
- Knowledge-based competencies required to satisfactorily perform the functions of the job include, age appropriate activities, bilingual (English/Spanish) helpful, pertinent codes, policies, regulations and/or laws, stages of child development, working knowledge of school system.

- Ability to schedule activities, meetings, and/or events.
- Gather, collate, and/or classify data.
- Consider a number of factors when using equipment.
- Flexibility is required to work with others in a wide variety of circumstances.
- Analyze data utilizing defined but different processes.
- Operate equipment using a variety of standardized methods.
- Ability to work with a diversity of individuals and/or groups, work with data of varied types and/or purposes, and utilize a variety of job related equipment.
- Problem solving is required to analyze issues and create action plans.
- Problem solving with data frequently requires independent interpretation of guidelines, and problem solving with equipment is moderate.
- Specific ability-based competencies required to satisfactorily perform the functions of the job include, adapting curriculum to meet needs of students, adapting to changing work priorities, addressing the learning styles of students, assessing learning outcomes achieved by students communicating with students, creating and maintaining climate of respect, implementing activities that promote student learning, implementing classroom management techniques, maintaining confidentiality, meeting deadlines and schedules, planning instructional goals/outcomes for students, setting priorities, utilizing current technology, working as part of a team, working with detailed information/data, working with frequent interruptions.
- Administrative, logistical, and financial support tasks are shared by all Instructors as additional duties.

#### Aerospace Science Instructor NCO (ASI)

- In each unit, a noncommissioned officer is employed as an ASI to complete the unit's basic complement of Instructors. The ASI's major task is to assist in managing the various aspects of the AFJROTC program at the unit, to include teaching academic classes as determined by the SASI. The ASI is supervised by and reports directly to the SASI.
- The ASI assists with the instruction of students and the operation of the unit as outlined in paragraphs 1.2.1.1.11 through 1.2.1.1.22, and other duties as directed by the SASI.
- Although ASI primary Instructor duties are usually associated with leadership education, the ASI may also teach aerospace science subjects, if qualified and not prohibited by federal state, or school policy.
- Schools usually assign the ASI as the unit's military property custodian (MPC).
- Can successfully incorporate the CPS within classroom instruction, and has knowledge of curriculum planning, Air Force educational programs, drill and ceremonies, and educational administration, including tests and measurements.

### Senior JROTC Instructor (SASI)

- Reports directly to the Principal (or designated equivalent representative) and ensures applicable instructions are compiled with and the unit is operated in an efficient, military manner.
- Designated as a department head (or equivalent) at the school and acts as the unit commander providing overall AFJROTC program management, direction and oversight to assisting program Instructors (ASI) and cadet membership programs and activities.
- Confers with Teachers, parents, U.S. Air Force and/or appropriate community agency personnel for the purpose of assisting in evaluation of students' progress and/or implementing students' objectives.
- Implements aerospace science and/or subject specific programs for the purpose of meeting the U.S. Air Force guidelines.
- Instructs students enrolled in program for the purpose of meeting JROTC requirements.
- Maintains classroom equipment, student files, records, etc. for the purpose of ensuring availability of items as may be required.

### **Marginal Job Functions**

- Adaptability to performing a variety of duties, often changing from one task to another.
- Adaptability to accepting responsibility for the direction, control, or planning of an activity.
- Adaptability to dealing with students.
- Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
- Have strong written, verbal, presentation, and interpersonal skills.
- Demonstrate personal characteristics expected of all Cape Girardeau Public Schools employees.
- Perform other duties as assigned by the Principal
- Demonstrate English proficiency in oral and written English.
- Complete Employment Intention Form annually.
- Review the Employee Handbook and complete safety training each school year by October 31.
- Routinely review your Cape Girardeau Public Schools system email.
- Display your ID badge in a visible location at all times when providing services for Cape Girardeau Public Schools.
- Enter absence information timely via SISFIN Employee Portal.
- Non-certified hourly employees are required to clock in/out daily to accurately record time worked.
- Meet the necessary health and physical qualifications.

- Complete satisfactory background checks as required by the Missouri State Department of Elementary and Secondary and state law.

### **Equipment/Tools**

Computer, copy machine, facsimile, JROTC equipment, Microsoft Office, telephone, uniforms

### **Physical Demands/Environmental Factors:**

Average (lift 25 lbs. up to 60 lbs.), Occasional (over 15% and up to 40% of the time). Classroom environment. Working outdoors dealing with weather elements (i.e. sun, wind, rain, snow). Other physical demands that may be required are as follows,

- Lifting
- Carrying
- Pushing
- Pulling
- Climbing
- Balancing
- Stooping
- Kneeling
- Crouching
- Crawling
- Significant fine finger dexterity

### **Physical Examination Required**

Post Offer Employment, Drug Test

### **Training Requirements**

Alcohol/Drug Screening Guidelines, Bloodborne Pathogen Exposure Prevention, Drug Free Workplace, Employee Handbook, FERPA, Fire Extinguisher Safety, Hazard Communication-Right to Know, Sexual Harassment, Technology Responsible Use Policy, Youth Suicide

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resource Coordinator

Revised: February 12, 2018