

Job Title: ROTC Teacher
Department: Secondary Education
Reports To: Assigned Principal
FLSA Status: Exempt
Salary Schedule: SA salary schedule for 239 contract days



SUMMARY

Under the direction of the school principal, the ROTC teacher is responsible for instructing secondary school students in the JROTC curriculum. The teacher will create a flexible program and class environment favorable for learning and personal growth. The teacher will establish effective rapport with students; motivate pupils to develop skills, attitudes, and the knowledge needed to provide a good foundation for further education, and do so in accordance with each student's ability. Professional relations will be developed and maintained with other staff and parents.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Provides instruction designed to meet the needs of students in the JROTC Program.

Coordinates and leads a variety of school activities, possibly held before or after each school day, both indoors and outdoors. These after school activities may include physical training events, academic clubs, rocketry teams, marksmanship teams, along with performing drill instruction and demonstrating drill sequences.

Supervises field trips to historical sites, visits to local government agencies and military installations, and leads march in parades with their cadets.

Directly supervises all cadets participating in official AFJROTC unit events, AFJROTC community service events and other unit activities (e.g. drill competitions, curriculum-in-action trips, base visits, etc.) that enhances or supplements the program.

Acts as an Ambassador of the Air Force exemplifying a positive image of the Air Force at all times by conducting themselves in a highly professional manner, in both their words and their actions. Maintains a professional military appearance in uniform

Successfully incorporates AFJROTC-approved interactive learning software/hardware with classroom instruction.

Establishes and maintains standards of student control required to achieve effective participation in all activities.

Evaluates academic and social growth of students and keeps appropriate records.

Provides appropriate instruction and activities for students to meet school & District policies, goals, and objectives.

Communicates with parents through a variety of means. Holds parent conferences to discuss the individual student's progress and interpret the school program.

Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.

Maintains professional competence through in-service education activities provided by the District and/or professional growth activities and university courses.

Participates cooperatively with the appropriate administrator to develop action plans and goals based on a completed evaluation summary.

Selects and requisitions instructional materials; maintains inventory records.

Cooperates in school-wide supervision of students during out of classroom activities.

Participates in faculty committees and the sponsorship of student activities.

Provides accurate attendance information in accordance with the procedure established by the school where the teacher is assigned.

Cooperates with the custodian(s) for the general housekeeping needs in the area(s) for which the teacher is assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must have a competent knowledge of curriculum planning, Air Force educational programs, drill and ceremonies, and educational administration, including tests and measurements.

Must have significant organizational, interpersonal, teambuilding, and communication skills.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

A minimum of a Bachelor's Degree from four-year college or university.

CERTIFICATES, LICENSES, REGISTRATIONS

Active Utah Teaching License with R.O.T.C. Endorsement.

As mandated by Air University AFJROTC, must complete the mandatory Air Force JROTC Instructor Certification Course (JICC) as a condition of certification

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

AFJROTC is a full *program*, and not confined to the “regular” school day. AFJROTC instructors conduct academic classes during the regular school day, but also supervise Leadership Development Requirements (LDRs) after regular school hours. LDRs are experiential learning activities like drill teams, academic bowl teams, marksmanship teams, etc. A robust and successful AFJROTC program will often have seven or more active LDRs at any time of year.

Prepared By: Assistant Director, Human Resources		Date: 10/25/2018
Approved By: Assistant Director, Human Resources		Date: 10/25/2018
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By: _____ Date: _____

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	