

Career and Technical Education Teacher – JROTC Instructor Job Description



Job Title:	Career and Technical Education Teacher - JROTC Instructor	FLSA:	Exempt
Reports to:	Principal	Pay Grade:	Teacher
Dept./School:	Assigned Campus	Calendar Days:	220
Contract:	Probationary/Term	Revised:	5.8.2024

Primary Purpose

Provide students with appropriate learning activities and experiences that promote citizenship, leadership and physical fitness in the assigned subject area of the Junior Reserve Officer Training Corps to help them fulfill their potential for intellectual, emotional, physical, and social growth. Provide students the tools needed to develop competencies and skills to function successfully in society.

Qualifications

Education/Certification:

- Minimum of a Bachelor's degree from an accredited college or university (Senior Instructor)
- Minimum of an Associate's degree from an accredited college or university (Assistant Instructor)

Special Knowledge/Skills:

- Physically qualified to conduct JROTC instructions as required
- Proactive, task oriented and motivated to serve the school and the community
- Possess the desire and appreciate the opportunity to work with young people
- Ability to use technology as an instructional, curriculum, and student management tool
- Strong organizational, communication, and interpersonal skills
- Ability to communicate effectively in both written and oral form
- Ability to teach high school cadets/students
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Ability to work collaboratively with colleagues

Experience:

- Retired from the US military in the grades of E-7 to O-6 for less than 3 years and receiving retired pay, with an honorable discharge
- JROTC certification from the US military service (Army, Navy, Air Force)
- Knowledgeable of military drill and ceremonies

Major Responsibilities and Duties

Instructional Strategies

1. Develop and implement lesson plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for differences in individual student differences
2. Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of

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student's assigned and present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations

3. Conduct assessment of student learning styles and use results to plan instructional activities
4. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP)
5. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements

Student Growth and Development

6. Conduct ongoing assessment of student achievement through formal and informal testing
7. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal
8. Present a positive role model for students; support the mission of the school district

Classroom Management and Organization

9. Create a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students
10. Manage student behavior in accordance with Student Code of Conduct and Student Handbook
11. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
12. Assist in selecting books, equipment, and other instructional materials
13. Compile, maintain, and file all reports, records, and other documents required

Communication

14. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members

Professional Growth and Development

15. Participate in staff development activities to improve job-related skills
16. Attend and participate in faculty meetings and serve on staff committees as required
17. Actively pursue a long-range program of professional growth; continually seeking self-improvement

Other

18. Comply with state, district, and school regulations and policies for classroom teachers
19. Assume other duties as assigned by the campus principal and the Superintendent of Schools

Supervisory Responsibilities

None

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Evaluation

An evaluation shall be completed in writing at least once during the course of each school year.

Work Environment

Tools/Equipment Used: Personal computer, phone systems, video/instructional equipment, air rifles, and peripherals

Posture: Prolonged sitting and standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking; repetitive computer work with frequent use of hands and wrists

Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment

Environment: Work inside from school, home, or location other than school building, may work outside; regular exposure to noise and computer monitors. Regular community and occasional statewide travel

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.