

Elkhart Community Schools

Position Description

Position Title:	Non-Commissioned Officers (NCOs), Air Force Junior Reserve Officers Training Corps.		
Qualifications:	Non-Commissioned Officers (NCOs) in the grade of TSgt through CMSgt, who meet the following prerequisites may apply: Possess a minimum of a Bachelor's degree; retired less than five years from the effective date of employment; meet Air Force/AFJROTC weight/body fat standards; high standards of military bearing, appearance and moral character. If still on active duty must have applied for retirement to be effective within 6 months. Desirable prerequisites: Baccalaureate Degree; experience in supply, administration, drill and ceremonies; teaching experience and experience working with youth groups. <u>NOTE:</u> You must have 20 years of active duty; served last year of active duty as an officer/NCO. Effective January 1, 2007, "Gray-Area", National Guard and Reserve members with at least 20 "good years of service" and a minimum of 3600 retired points, and who meet all other prerequisites may be considered for AFJROTC instruction duty as of January 1, 2007.		
Department:	Building		
Reports To:	Building Principal		
Prepared By:	Cheryl Waggoner	Date:	March 29, 2016
Approved By	W. Douglas Thorne	Date:	March 29, 2016

Mission Statement: The mission of AFJROTC is to "Develop citizens of character dedicated to serving their nation and community." The AFJROTC program is grounded in the Air Force core values of "integrity first, service before self, and excellence in all we do."

Summary: Citizenship training program that is designed to educate and train high school cadets in citizenship, promote community service, instill personal responsibility, character, and self-discipline. The program achieves this through classroom education in air and space fundamentals and hands on learning opportunities in a number of fun and challenging extra-curricular activities. Instructors are employees of the school and are responsible to the school authorities and Air Force ROTC for the conduct of the program. AFJROTC Instructors perform only those duties connected with the instruction, operation and administration of the AFJROTC programs.

PERFORMANCE RESPONSIBILITIES:

I. Instructional Learning Environment:

- A. Holds and articulates high expectations for student learning, achievement and behavior.
- B. Implements district and building level initiatives.
- C. Implements standards based instruction.
- D. Makes data driven instructional decisions.
- E. Provides instruction that demonstrates use of research based most effective teaching strategies.
- F. Delivers instruction that matches learning needs of all students.
- G. Communicates instruction clearly and effectively.
- H. Provides accurate, specific, and timely feedback to students.
- I. Engages students in the process of data driven decision making
- J. Provides effective classroom management that includes teaching routines and procedures to maintain a safe and orderly learning environment.
- K. Creates active learning environments and collaboratively designs settings that foster an enriching, nurturing, and safe climate where diversity and academic risk taking are valued.

Instructional Planning and Organization:

- A. Demonstrates knowledge of course content and process.
- B. Designs standards based instruction as evidenced by daily planning.
- C. Balances pacing to provide for proficiency at standard while meeting individual student needs.
- D. Adapts teaching materials, lessons, and instructional strategies to meet the needs of groups and individuals.
- E. Integrates technology as an instructional and learning tool.
- F. Plans for appropriate direction of paraprofessionals and volunteers.
- G. Effectively utilizes community resources to enhance student learning.
- H. Provides substitutes with lesson plans, seating charts, time schedules, required materials, and specific instructions such as individual behavior intervention plans, individual learning strategies, medical and physical information when appropriate.
- I. Designs and utilizes formative and summative assessments.
- J. Displays data publicly in a timely manner (e.g. formative and summative assessment data, cause and effect data, student performance data, attendance data, etc.)
- K. Participates actively in collaborative planning.
- L. Adheres to a daily schedule and when necessary communicates any changes to affected educators.

III. Professional Responsibilities:

- A. Complies with all rules and regulations in accordance to Board policy and with all reasonable written and/or oral directions issued by administrators.
- B. Adheres to the Elkhart Community Schools policy for maintaining confidentiality of student records.
- C. Assists in the implementation of district security initiatives to maintain a safe and secure environment.
- D. Administers all assessments, ethically, properly, and accurately.
- E. Provides or assures implementation of legal and appropriate accommodations for all students with defined learning plans such as IEP's, ILP's, 504's etc.
- F. Completes student records as required by district policy.
- G. Meets deadlines for submitting reports and records.
- H. Exhibits a pattern of regular and timely attendance.
- I. Attends and constructively contributes to staff meetings, school and district committees.
- J. Develops and maintains effective collaborative professional relationships.
- K. Reviews student classroom and achievement data with all appropriate personnel who provide instructional and functional support.
- L. Encourages respect for rights, opinions, property and contributions of others.
- M. Participates in professional growth activities pursuant to district expectations.
- N. Demonstrates yearly professional growth that enhances knowledge and skills relevant to teaching assignment.
- O. Responds to and initiates consultations with parents and staff in a timely manner and at appropriate times and places.
- P. Prepares for and participates in parent-teacher conferences and IEP conferences.
- Q. Carries out all assigned supervision duties.
- R. Accepts a share of responsibility for school sponsored and / or extracurricular activities.
- S. Maintains a personal appearance in keeping with the nature of the assignment of the staff member.
- T. Reports unsafe conditions as well as deficiencies, malfunctions, or breakage of equipment to the building administrator or designated person.
- U. Exercises prudence in protecting students, equipment, materials, and facilities from injury or abuse.

Essential Functions

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential function 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.

Education and/or Experience: Non-Commissioned Officers (NCOs) in the grade of TSgt through CMSgt, who meet the following prerequisites may apply: Possess a minimum of a Bachelor's degree; retired less than five years from the effective date of employment; meet Air Force/AFJROTC weight/body fat standards; high standards of military bearing, appearance and moral character. If still on active duty must have applied for retirement to be effective within 6 months. Desirable prerequisites: Baccalaureate Degree; experience in supply, administration, drill and ceremonies; teaching experience and experience working with youth groups. NOTE: You must have 20 years of active duty; served last year of active duty as an officer/NCO. Effective January 1, 2007, "Gray-Area", National Guard and Reserve members with at least 20 "good years of service" and a minimum of 3600 retired points, and who meet all other prerequisites may be considered for AFJROTC instruction duty as of January 1, 2007.

Supervisory Responsibilities: Supervise students and paraprofessionals as determined by the Building Principal or designee. Supervise specific work assignments as determined by the Building Principal or designee.

Other Skills and Abilities: Wholesome and understanding attitude toward children; ability to use proper English and communicate well with people; neat personal appearance, pleasing personality; willingness to learn and expand general knowledge.

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 stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the 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.

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity, but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.