

## **OCSJ Job Description**

---

**POSITION TITLE:** Air Force JROTC Instructor  
**DEPARTMENT:** Curriculum and Instruction - Schools  
**REPORTS TO:** Principal

---

**Objective:** The job of TEACHER JROTC was established for the purpose/s of Air Force Junior Reserve Officer Training Corps (AFJROTC) Senior Aerospace Science Instructor (SASI / ASI) - the AFJROTC officer (OIC) and non-commissioned officer (NCO) instructor positions are responsible for day-to-day unit operations. The senior instructor (SASI) reports directly to the principal (or designated equivalent representative) and ensures applicable instructions are complied with and the unit is operated in an efficient, military manner. The SASI will be 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. Detailed job description guidance for instructor specific duties can be found in AFJROTC 36-2004, Air Force Junior ROTC Instructor Management.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- 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.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### **MINIMUM QUALIFICATIONS/LICENSURE AND EXPERIENCE**

**Education:**

- A Bachelor's degree from an accredited institution

**Required Credentials:**

- Director, Air Force Junior ROTC (Holm Center J/R) ensures that retired Air Force personnel employed as AFJROTC instructors meet the criteria established by appropriate instructions and meet certification or advanced certification requirements to perform instructor duty.

**Experience:**

- 3-5 years teaching experience (preferred).

## **JOB REQUIREMENTS**

**Language Skills:** Ability to read English and comprehend complex technical language. Ability to write memoranda and correspondence in English. Ability to effectively present information in one-to-one and small group situations.

**Mathematical Skills:** Ability to perform basic mathematical calculations with a high degree of accuracy.

**Reasoning Ability:** Ability to apply common sense to carry out detailed, but basic, written or oral instructions in English. Ability to deal with problems involving a few concrete variables in standardized situations.

**Other Skills and Abilities:** Ability to work collaboratively and establish and maintain effective working relationships with co-workers, supervisor(s), staff, students, parents and community. Usually there is a need to motivate, establish rapport, gain support, or persuade or influence individuals or groups. Occasional debate is often characteristic of the contact and may require considerable skill in diplomacy, tact and discretion.

**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. While performing the duties of this job, the employee is frequently required to walk and may be continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must be able to lift and/or move up to 10 pounds. The employee may be required to sit at a desk and use a computer for long periods of time.

**Working Conditions:** School or office environment with limited exposure to environmental conditions. Routine local travel required; occasional overnight travel required. Requires the ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines.

## **DISCLAIMER STATEMENT**

The information contained in this job description for compliance with the Americans with Disabilities Act (A.D.A.) is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this or similar positions and additional duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations to enable individuals with disabilities to perform the essential functions of this job may be made.

## **EEO STATEMENT**

Orangeburg County School District is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.

**FLSA Status:** Exempt

**Pay Grade:** Coordinator salary scale

**Days of Work:** 240