

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: JUNIOR RESERVE OFFICER TRAINING CORPS INSTRUCTOR**

#### **BASIC FUNCTION:**

Under the direction of the site principal, principal's designee or other appropriate EGUSD administrator, plan, implement, monitor, and assess the District's Junior Reserve Officer Training Corps (JROTC) course and program. This includes both classroom instruction and non-classroom leadership development activities.

#### **ESSENTIAL FUNCTIONS:**

Adhere to the provisions of the contract between EGUSD and the military branch (e.g., US Army, Navy, Air Force, Marine Corps) sponsoring the JROTC program; comply with regulatory guidelines issued by the military branch; and comply with state and federal law.

Develop and deliver technical instruction aligned with military and District standards and designated curriculum standards.

Implement appropriate instructional strategies based on individual student needs; develop and adhere to individual education plans (IEP), Section 504 plans and other student plans, as required.

Develop and implement student leadership and management education.

Develop and administer written and practical tests related to both the academic information and practical applications covered within the class.

Accurately submit student grades, attendance and records to the appropriate departments using the assigned student information system.

Evaluate the students' ability to comprehend, perform and retain course information and practical techniques.

Plan and support activities including drill competitions, parades, marksmanship events, military balls, academic and athletic competitions, formal ceremonies and community service.

Consistent with the work year calendar, perform duties that require JROTC instructors to work outside of the regular school hours, including weekends, holidays and summers.

Plan and implement summer leadership development camp in collaboration with military branch.

Confer with teachers, parents, District administration, military branch and/or appropriate community agency personnel to assist in evaluation of students' progress and/or implementing students' objectives.

Ensure that a high degree of professionalism exists within the classroom, on campus and in the community; demonstrate the highest degree of professionalism, leadership, respect and guidance to ensure a positive and effective educational environment.

Perform administrative and logistical tasks related to JROTC program management as directed by the Officer Instructor; complete JROTC reporting requirements to military branch using required management information system.

Comply with JROTC budgets in collaboration with District administration and school site staff; maintain inventory of instructional supplies, materials, equipment and uniforms; collaborate with school site personnel and administration to purchase new equipment, supplies, and materials consistent with JROTC budget.

Maintain fundraising accountability as required by school and District policies and direction.

Serve as liaison between the military branch, the District and civilian agencies in the technical field, and perform career and performance counseling for JROTC cadets.

Complete adjunct duties as assigned by site leadership consistent with the District contract with the military branch.

Additional voluntary duties may be assigned by the District and/or military branch that enhance the quality of the JROTC program or support its role within the District or community.

**REQUIRED SKILLS/EXPERIENCE:**

Must possess leadership and communication skills and technical ability to relay information to students in a manner that provides a positive and effective learning experience.

Must meet qualifications set forth by the branch of service sponsoring the JROTC program, which will include minimum education, service, status, physical, grooming, and character standards for both Commissioned and Non-Commissioned Officers.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, theories, practices, methods and techniques used in JROTC-related curriculum development and classroom instruction.

Classroom procedures that promote appropriate student conduct and motivation for student learning.

Principles of training and ability to provide and accept work direction in the work place.

Interpersonal skills using tact, patience and courtesy.

Knowledge of applicable sections of federal and State laws and related to students, schools and safety.

First aid and CPR

**ABILITY TO:**

Adapt plans to meet different student learning needs.

Implement an instructional program and a class environment favorable to learning and personal growth.

Establish effective professional rapport with students.

Motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for both classroom and workplace education.

Monitor students in classrooms and workplace environment.

Use good judgment in making decisions.

Maintain professional relationships with pupils, parents, colleagues and supervising staff members.

Communicate effectively both orally and in writing.

Maintain acceptable standards of physical health, energy and emotional adjustment to the job environment.

Maintain consistent, punctual and regular attendance.

**LICENSES AND OTHER REQUIREMENTS:**

Must hold or be eligible for a California Designated Subjects Special Subjects credential for Reserve Officers Training Corps, including certification for the teaching of English Learners.

Must meet specific requirements as set forth by sponsoring branch of service.

Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom or outdoor environment

**EXPECTATIONS PERTAINING TO WORK-YEAR CALENDAR AND EXTRA-CURRICULAR DUTIES:**

As part of their EGUSD employment and compliance with the provisions of the contract between EGUSD and the military branch (e.g., US Army, Navy, Air Force, Marine Corps) sponsoring the JROTC program, JROTC instructors will serve on committees and/or perform other routine duties.

By July 1 of every year, instructors shall complete a work-year calendar for the impending school year. The work-year calendar shall identify a total of 330 days of duty, 220 of which will be considered as active duty. During the days of active duties, instructors shall perform those duties identified in the EGUSD-military branch contract that are connected with the instruction, operation, and administration of the JROTC program. Individuals employed as JROTC instructors will not perform duties or teach any classes in any discipline other than that which is consistent with their credential and supports the objectives of the contract. Aside from teaching the discipline(s) identified in the EGUSD-military branch contract during the school year, other core functions that might occur outside the school day and/or school year include, but are not limited to:

- Summer leadership camp
- Summer inventory and equipment maintenance
- Supervision of students during drill meets, color guard performances in local and regional events and parades
- Supervision of students in local and regional JROTC intramural sports competitions
- Supervision of students participating in local and regional JROTC social events and awards banquets
- Supervision of students participating in Boys/Girls State
- Cadet leadership, personnel coordination
- Uniform cleaning
- Recruitment/outreach activities

JROTC instructors may perform other duties as assigned.

**BOARD APPROVED: December 11, 2018**