



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Senior Army Instructor JROTC**
 Job Family: **Teacher**
 Prepared/Revised Date: **November 27, 2023**

FLSA Status: **Exempt**
 Pay Range: **Per Army MIP**
 Job Code: **21010**

SUMMARY: Responsible for leading, managing, and implementing the JROTC program, the military service’s national education curriculum and program requirements according to national, state, and district standards. Supervise the JROTC Instructor.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

DESCRIPTION OF JOB TASKS	
1.	Supervise the development, planning, preparation, and implementation of: <ol style="list-style-type: none"> Army’s national curriculum, course content, format, structure, and schedule. Lesson plans, learning activities, and individualized programs of instruction for students. Co-curricular service learning; extracurricular activities, competitions, and clubs; and related events. JROTC school budget, expenditures, and reporting.
2.	Instruct students in large, small, and one-on-one situations. Create an environment which maximizes instructional opportunity, supervise the behavior and well-being of students in all educational settings, and administer discipline when appropriate.
3.	Prepare weekly training schedules and lead and supervise JROTC Army Instructor(s) in administering the JROTC program and extracurricular teams.
4.	Design assessment tasks that allow students to demonstrate understanding in a variety of ways and use the data to give meaningful feedback. Administer and grade assignments and assessments, including fitness assessments and Cadet Portfolios.
5.	Monitor student growth and progress, adapt support as needed, and maintain documentation pertinent to academic, social, and emotional progress and needs of students. Uphold and enforce Cadet Command regulations. Coordinate and compile data for records in the automated cadet database (JUMS).
6.	Direct and participate in: <ol style="list-style-type: none"> Community service events and JROTC leadership programs, including weekend and summer duties. Recruitment and enrollment of students in, and efforts designed to further the understanding of, JROTC. Determining and approving cadets for awards, leadership positions, promotions, and nominations.
7.	Collaborate: <ol style="list-style-type: none"> With teachers, support personnel, administrators, and colleagues to improve student outcomes. With colleagues in team and building-based meetings and discussions.
8.	Demonstrate a commitment to: <ol style="list-style-type: none"> Understand, appreciate, and make accommodations for student diversity. Include and engage families in the student’s education. Support all Poudre School District policies, procedures, and expectations and the mission of JROTC. Provide personal and professional excellence.
9.	Participate in: <ol style="list-style-type: none"> Department, team, building, and district meetings and discussions. Student and/or family conferences and other meetings. Social, cultural, interscholastic, and extracurricular activities. Professional growth opportunities, including training required by US Army Cadet Command.
10.	Attend work and arrive in a timely manner. Wear Army uniform and meet personal grooming standards outlined in Army Regulation 670-1.
11.	Perform other duties as assigned.



EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree required.
- Must be retired US Army active duty, US Army Non-Commissioned Officer in the rank of Captain through Colonel (CPT O-3 through Colonel O-6), or Chief Warrant Officer (W2-4).
- Experience instructing students in a classroom setting preferred.

LICENSES, REGISTRATIONS, or CERTIFICATIONS:

- Criminal background check required for hire.
- Certification as US Army Cadet Command as JROTC Instructor (Army Regulation 145-2 and Cadet Command Regulation 145-2) required.
- Valid Colorado teaching license with appropriate endorsements required.
- CPR and First Aid certifications encouraged.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Math and accounting skills.
- Critical thinking and problem-solving skills.
- Bilingual oral and written communication skills preferred.
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Ability to communicate with students, parents/guardians, staff, and community members.
- Ability to be a part of and work with a team.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage, and/or other department software packages.
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs.
- Operating knowledge of and experience with typical office equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	JROTC Instructor	1 or more



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit			X	
Use hands to finger, handle, or feel		X		
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	