



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **JROTC Instructor**  
Job Family: **Teacher**  
Prepared/Revised Date: **May 28, 2024**

FLSA Status: **Exempt**  
Pay Range: **Per Army MIP**  
Job Code: **21011**

**SUMMARY:** Responsible for the instruction to and supervision of Cadets in the JROTC (Junior Reserve Officer Training Corps) program, the military service's national education curriculum. Primary drill and leadership instructor for mentoring and motivating cadets and promoting academic achievement; social, civic, and character education; and leadership. Responsible for assisting the Senior Army Instructor in implementing program requirements according to national, state, and district standards.

**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. Develop, plan, prepare, and implement: <ul style="list-style-type: none"><li>a. Army's national curriculum, course content, format, structure, and schedule.</li><li>b. Lesson plans, learning activities, and individualized programs of instruction for students.</li><li>c. Co-curricular service learning; extracurricular activities, competitions, and clubs; and related events.</li></ul>
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. 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 and communicate students' progress, needs, and eligibility with parents/guardians and other staff as needed.
4. 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).
5. Direct and participate in: <ul style="list-style-type: none"><li>a. Community service events and JROTC leadership programs, including weekend and summer duties.</li><li>b. Recruitment and enrollment of students in, and efforts designed to further the understanding of, JROTC.</li><li>c. Determining and approving cadets for awards, leadership positions, promotions, and nominations.</li></ul>
6. Collaborate: <ul style="list-style-type: none"><li>a. With teachers, support personnel, administrators, and colleagues to improve student outcomes.</li><li>b. With colleagues in team and building-based meetings and discussions.</li></ul>
7. Demonstrate a commitment to: <ul style="list-style-type: none"><li>a. Understand, appreciate, and make accommodations for student diversity.</li><li>b. Include and engage families in the student's education.</li><li>c. Support all Poudre School District policies, procedures, and expectations and the mission of JROTC.</li><li>d. Provide personal and professional excellence.</li></ul>
8. Participate in: <ul style="list-style-type: none"><li>a. Department, team, building, and district meetings and discussions.</li><li>b. Student and/or family conferences and other meetings.</li><li>c. Social, cultural, interscholastic, and extracurricular activities.</li><li>d. Professional growth opportunities, including training required by US Army Cadet Command.</li></ul>
9. Attend work and arrive in a timely manner. Wear Army uniform and meet personal grooming standards outlined in Army Regulation 670-1.
10. Perform other duties as assigned.



#### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Must have an associate degree within five years of employment (date of hire) in accordance with NDAA.
- Noncommissioned Officers (NCO) who have separated/retired within the past 5 years with a minimum of 10 years cumulative honorable service in the grades of E-6 through E-9.
- Army National Guard/United States Army Reserve (actively serving) will fall under the same requirements mentioned above. In addition, a Letter of Recommendation from current Commander is required.
- Troop level experience (company level, battalion, brigade) preferred.
- Experience instructing students in a classroom setting preferred.

#### **LICENSES, REGISTRATIONS, or CERTIFICATIONS:**

- Criminal background check required for hire.
- Certification as US Federal JROTC Instructor required. Military Education Level ANCO, 1SG Academy, SGM Academy desired.
- Valid Colorado teaching authorization 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:	This job has no direct supervisory responsibilities.	0



**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 ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Work with explosives	X			
Risk of radiation	X			
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	