



## RIVERSIDE UNIFIED SCHOOL DISTRICT

**TITLE: SMI JROTC – SENIOR MILITARY INSTRUCTOR**

**WORK YEAR: 215 Work Days**

### **EDUCATION AND EXPERIENCE:**

- Must qualify for or possess a Valid California Designated Subjects Special Subjects Teaching Credential with English Learner Certification
- Must have JROTC Instructor Certification\*
- Must possess a valid driver's license

*\* All applicants must meet the criteria outlined in Title 10, USC, Section 2033, JROTC requirements, the member's Military Unit records, and high standards or military bearing, moral character and appearance.*

### **PRIMARY FUNCTION:**

The position of SMI JROTC Senior Military Instructor, under the supervision of the High School Principal and/or designee, is responsible for the delivery of instruction and supervision of JROTC Cadets; ensures program objectives are met; all equipment, materials, supplies and requisitions received, are maintained, accounted for and in accordance with District regulations, policies and JROTC regulations.

### **AREAS OF RESPONSIBILITIES:**

- Teach the prescribed 3-4 year Military Curriculum
- Instruct in military drill
- Counsel students in the JROTC program
- Write/Update lesson plans for the JROTC curriculum and other lesson preparation requirements
- Requisition all government furnished equipment (includes uniforms, training aids, books, drill rifles and organizational equipment)
- Arrange for cleaning and tailoring of uniforms; survey old and worn uniforms and other government property
- Perform simple preventive maintenance of training aids and devices
- Maintain inventory control of all government furnished equipment/materials (including annual wall-to-wall inventory)
- Ensure proper physical security of all government furnished equipment/materials

- Plan extracurricular activities for the JROTC unit (including color/honor guard ceremonies, drill team and rifle team competitive meets, field trips, mini-boot camps, ship cruises, etc.)
- Prepare periodic reports on program administration and logistics
- Keep current and abreast of new developments and organizations with the Military
- Assess unit progress to ensure JROTC program objectives are met
- Attend Military-sponsored training to keep abreast of current requirements of program management
- Take courses of instruction to improve teaching abilities
- Establish rapport with school counselors and faculty members
- Make annual presentations of the JROTC program to students at feeder schools for the purpose of recruiting new cadets
- Maintain financial accounts of operating budget
- Prepare financial vouchers to the Military for reimbursement for expenditures to the school, made in support of the JROTC program
- Establish contact with civic groups to obtain recognition and support of the program
- Provide a classroom climate and learning experience that will further the emotional, physical, social and mental development of the student
- Teach students in large and small groups
- Make effective daily and long-range instructional plans
- Motivate at-risk students and demonstrate sensitivity to various family and cultural patterns in planning classroom activities
- Display a high degree of flexibility and initiative as well as the ability to work effectively within a team
- Work cooperatively with District staff, support personnel, local school staff, and parents to coordinate effective learning for student
- Keep accurate records of student progress and evaluation
- Integrate curriculum and activities provided by the Chief of Military Education and Training
- Perform collateral duties normally performed by and rotated among other faculty members, providing such duties do not interfere with the administration and operation of the JROTC program
- Perform related duties as assigned.

### **ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

#### **Knowledge of:**

- Principles, theories, practices, methods and techniques used in curriculum development, lesson planning and classroom instruction of JROTC cadets
- Curriculum expectations for JROTC program

- Principles, theories, practices, methods and techniques to create a classroom environment that promotes positive student conduct and motivation for student learning
- Applicable sections of the State Education Code, District Policies and other applicable laws
- Current trends and research concerning the growth and development of secondary students

### **Ability to:**

- Adapt plans and instructional delivery to meet the differentiated needs of students
- Work independently with little direction
- Create an instructional program and a class environment favorable to learning and personal growth
- Monitor students in classrooms, on school grounds and off-campus for school related activities
- Maintain professional and positive relationships with students, parents, colleagues and administration
- Work in a diverse socio-economic and multicultural community
- Operate a computer and job related equipment
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Maintain current knowledge of applicable curriculum and school instruction related regulations
- Establish and maintain a variety of accurate record keeping and filing systems
- Communicate effectively both orally and in writing
- Maintain consistent, punctual and regular attendance

### **Physical:**

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

### **Mental:**

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens

- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to understand a normal conversation clearly
- Ability to understand speech at normal levels

**Environment:**

- Indoor – frequently
- Outdoor – occasional
- Ability to work at a desk and in meetings of various configuration