



RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: NJROTC – SENIOR NAVAL SCIENCE INSTRUCTOR

WORK YEAR: 215 Days

EDUCATION AND EXPERIENCE:

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

** All applicants must meet the criteria outlined in Title 10, USC, Section 2033, NJROTC requirements, the member's Naval Science Unit records, and high standards or military bearing, moral character and appearance. For more information about the certification and criteria go to:*

http://www.njrotc.navy.mil/instructor/app_certification.html

PRIMARY FUNCTION:

The position of NJROTC Senior Naval Science Instructor, under the supervision of the High School Principal and/or designee, is responsible for the delivery of instruction and supervision of NJROTC 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 NJROTC regulations.

ASSIGNED RESPONSIBILITIES:

- Teach the prescribed 3-4 year Naval Science Curriculum
- Instruct in military drill
- Counsel students in the NJROTC program
- Write/Update lesson plans for the NJROTC 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 NJROTC 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 Navy
- Assess unit progress to ensure NJROTC program objectives are met
- Attend Navy-sponsored training to keep abreast of current requirement of program management
- Take courses of instruction to improve teaching abilities
- Establish rapport with school counselors and faculty members
- Make annual presentations of the NJROTC program to students at feeder schools for the purpose of recruiting new cadets
- Maintain financial accounts of operating budget
- Prepare financial vouchers to the Navy for reimbursement for expenditures to the school, made in support of the NJROTC 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 Naval Education and Training (CNET)
- 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 NJROTC 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 NJROTC cadets
- Curriculum expectations for NJROTC 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 clearly understand a normal conversation
- Ability to understand speech at normal levels.

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations.

