

**KILLEEN INDEPENDENT SCHOOL DISTRICT**  
**Job Description**

**Job Title:** Teacher Senior Army Instructor  
**Reports To:** Principal  
**FLSA Status:** Exempt

**SUMMARY**

Provides students with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical, and social growth. Enables students to develop competencies and skills to function successfully in society. Motivates students to become better citizens.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

Administers and manages the JROTC program effectively according to law, regulations, policies and principles.

Recruits students to join JROTC; maintains enrollment of not less than 100 cadets or 10% of student population, whichever is less.

Achieves desired learning goals by teaching prescribed JROTC subjects listed in the Program of Instruction.

Maintains proficiency in military subjects taught.

Modifies and improves given instruction by remaining continuously alert to new and alternative instructional methods and motivational techniques.

Maintains arms and supply facilities in strict compliance with Army security regulations.

Complies to the letter with Army and school district safety guidelines in all instances when instructing, supervising, monitoring, accompanying or escorting cadets.

Ensures facilities provided are adequate to support program.

Prepares unit for formal inspections.

Counsels cadets on their performance within the Corps of Cadets.

Conducts a public affairs program directed at school and community to further enhance understanding of the JROTC program.

Conducts training at JROTC summer camps.

Assists cadets in applying for Senior ROTC scholarships and service academy appointments.

Sets the appropriate example in decorum and cooperativeness, positive attitude and consistency for cadets and colleagues.

Organizes, develops and administers the JROTC program in assigned schools.

Reviews, organizes and implements all technical data required for development of a military curriculum.

Supervises and prepares counseling forms of JROTC instructors.

Ensures quality control of instruction and proper implementation of Army and district directives.

Prepares and maintains administrative and support reference materials required to be available in the school.

Ensures student data are recorded and maintained on JROTC cadet records as prescribed by Army Regulation.

Maintains comprehensive student data as required by Army regulation, over and above the information normally required by the secondary teacher.

Supervises Military Property Specialist (MPS) in accounting for all property issued to the school, to include security of sensitive items.

Supervises the issue and return of all property issued to students participating in the JROTC program.

Coordinates and integrates the JROTC program with other school activities and departments.

Organizes, supervises and develops extracurricular activities to include color guard, drill teams, rifle teams, physical training teams, orienteering teams and special programs.

Assists in the organization and supervision of drill meets, parades, summer activities and organized extracurricular activities.

Confers with faculty members to determine the effectiveness of the JROTC program as it relates to other school programs; make recommendations to improve the JROTC curriculum.

Coordinates JROTC activities, goals and objectives.

Develops and assists in summer camp training of JROTC cadets.

Satisfies physical examinations, photographs and educational development courses as required by CCR 145-2.

Performs other duties as assigned.

### **REMOTE INSTRUCTION ONLY**

Provides students with appropriate distance or virtual instruction in the academic subject area assigned to help students fulfill their potential for intellectual, emotional, physical, and social growth.

Develops and implements lesson plans and activities through distance or virtual learning to fulfill the requirements of district's curriculum program and show written evidence of preparation, as required. Prepare lessons instructional formats that accommodate differences in individual students.

Plans and uses appropriate instructional strategies, activities, and resources for distance or virtual learning that reflect understanding of the learning styles and needs of assigned students according to guidelines established by Texas Education Agency, board policies, and administrative regulations.

Be available by phone, email, or video conferencing between the hours established by the campus and departmental leadership to confer with district personnel, students, and/or parents. The rest of the workday is committed to planning, preparing, implementing, and evaluating lessons and activities.

Communicates with students or parents in accordance with the frequencies and mediums established by campus and departmental leadership; e.g. Communicates one time per week with each parent by phone or video conference, communicates three times per week with each student via email, website, or phone or video conference.

Provides ongoing feedback of student achievement through formal and informal methods.

Be a positive role model for students and support the goals for the campus and school district.

Creates a virtual classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.

### **SUPERVISORY RESPONSIBILITIES**

Supervises military instructors, Military Property Specialist (MPS), and JROTC cadets. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees/volunteers; planning, assigning, and directing work; addressing complaints and resolving problems.

### **QUALIFICATIONS**

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.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree; honorably retired from the US Army as an officer.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Certified as a JROTC instructor by U.S. Army Cadet Command.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from students, administration, staff, parents, and the general public.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to walk. The employee must regularly lift and carry (less than 15 pounds); may lift and move textbooks and classroom equipment. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee is occasionally required to travel to multiple campuses, as assigned and is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Employee may also be required to occasionally travel out-of-district for school functions and/or activities.

**REMOTE WORK ENVIRONMENT ONLY**

**Tools/Equipment Used:** Personal computer (PC), phone system, video/instructional equipment, and peripherals

**Posture:** Prolonged sitting

**Motion:** Repetitive computer work frequent use of hands and wrists

**Environment:** Work inside from home or location other than school building

**Mental Demands:** Maintain emotional control under stress; work prolonged or irregular hours

**Revised Date:** May 12, 2020

The foregoing statement describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.