



LOWER DAUPHIN SCHOOL DISTRICT

Title: JROTC/ NDCC Army Instructor

Reports To: Building Administrator

Monday – Friday 7:15am – 2:45pm

I. Job Description

a. Overview

- Assist students in reaching their potential in order that they become effective contributors to society. Establish a classroom environment conducive to learning, provide appropriate learning activities, establish positive relationships with parents and staff members, and help students understand their role in the home, school, and community.

b. Essential Functions

- Assist Senior Army Instructor in instructing assigned classes in the locations/times designated.
- Plan, implement and continue to up-date a course of study that meets the individual needs, interests, and abilities of students and be able to show written evidence of preparation upon request of any Administrator.
- Encourage students to set and maintain standards of classroom behavior by creating a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
- Guide the learning process toward the achievement of curriculum goals, establish clear objectives for all lessons, units, projects, and communicate these objectives to students.
- Employ a variety of up-to-date instructional techniques and media consistent with classroom environment provided.
- Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulations by assessing students on a regular basis and provide progress reports as required.
- Seek the assistance of District specialists for students who may need learning support.
- Take all necessary and reasonable precautions to protect students in their use of equipment and materials in the school.
- Assist the administration in implementing all policies and/or rules governing student life and conduct.
- Make provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Plan and supervise purposeful assignments for teacher aide(s) and/or volunteer(s) and assist in the evaluation of job performance.
- Strive to maintain and improve professional competence.

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- Attend staff meetings and serve on staff committees as required.
- Perform all other duties as assigned by the Superintendent, High School Principal, other Building Administrators, or Guidance Counselors.
- Conducts the Junior ROTC program in accordance with applicable law, and Army and Cadet Command regulations and policies.
- Prepares an annual operational plan, develops a schedule for the year reflecting school activities and Junior ROTC objectives and activities, includes cadets in the planning, and organizes cadets and resources toward objectives.
- Maintains student records, provides enrollment and other student reports as specified by Cadet Command, and meets school record-keeping requirements.
- Carries out logistics tasks: prepares requisitions and maintains arms and supply operations in accordance with Army security requirements and other regulations.
- Recruits new students through marketing of the Junior ROTC program to assist in the maintenance of at least the minimum enrollment of 100 cadets or 10 percent of the school's total student enrollment, whichever is less.
- Assists the Senior Army Instructor in the instruction of Junior ROTC cadets to achieve the curricular requirements and learning standards of the program of instruction
- Attains and improves proficiency in all military and other subjects taught by staying abreast of new and alternative instructional and motivational techniques.
- Work with students on their academic performance and as members of the Corps of Cadets.
- Assists interested students in applying for Senior ROTC scholarships and completing service academy applications.
- Accomplishes required school tasks; participates in staff meetings, school committees, and student activities; performs tasks required of all other teachers in the school.
- Plans, organizes, and conducts extracurricular activities: color guard, marksmanship (optional), drill teams, adventure training, and Junior ROTC social activities, such as an annual ball.
- Conducts risk assessment for all activities; observes and enforces all Army and school safety guidelines.
- Develops professional qualifications; participates in recurring instructor conferences and other professional development opportunities; and meets any continuing education requirements of the Army, state or school district.
- Prepares the unit for official visits and formal inspections.
- Coordinates summer camp attendance by cadets, attends camp, and conducts training and other activities as prescribed by the camp commander.

II. Job Requirements

a. Basic Qualifications

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- U.S. Army Certification as a JROTC instructor as established by state certifications laws and regulations.
- Certification required under the Certification Staffing Policy Guidelines (CSPGs) as determined by the Pennsylvania Department of Education for the specific position in which employed.
- Must have or be able to obtain valid Act 34, Act 114, and Act 151 clearances.

b. Additional Qualifications

- Strives to maintain professional, cooperative, and respectful relationships with all other District employees.
- Serve as a pleasant, helpful, patient, consoling, and positive representative of Lower Dauphin School District in all interactions with the community.
- Must possess excellent interpersonal skills and be cooperative, congenial, service oriented, and a team player along with the ability to work with frequent interruptions and under sometimes stressful conditions.
- Must have the ability to organize, prioritize and multi-task, communicate clearly and effectively, work independently, exercise good judgment and follow written and verbal directions.

c. Physical Demands

- Ability to stand, sit, and walk for extended periods of time.
- Ability to type and use both hands for grasping and repetitive motions.
- Some bending and twisting of the body required.
- Ability to lift/carry no more than 50 lbs. independently.
- Visual and audio acuity including ability to read computer screens and written documents.

d. Work Environment

- Typical classroom setting subject to inside and outside environmental conditions.
- Working hours are contractual days from 7:15 AM – 2:45 PM.

Reasonable accommodations may be made to enable a qualified individual with a disability(s) to perform the primary duties and responsibilities of this job.

Lower Dauphin School District is an Equal Opportunity Employer.