



Cretin-Derham Hall

Co-sponsored by the Sisters of St. Joseph of Carondelet and the Brothers of the Christian Schools

Cretin-Derham Hall is a Catholic co-educational high school serving 900+ students in grades nine through twelve, located on a large campus in the residential neighborhood of Highland Park in St. Paul. Co-sponsored by the Brothers of the Christian Schools and the Sisters of St. Joseph of Carondelet, Cretin-Derham Hall is committed to Christian values and academic excellence. We educate young men and women of diverse abilities, cultures, and socioeconomic backgrounds for opportunities in post-secondary education. We are committed to the values of Catholic, Academic Excellence, Leadership, Community, Service, Diversity, and Equity.

Job Title: JROTC Army Instructor
Location: Cretin-Derham Hall High School, 550 S. Albert St, St. Paul MN 55116
Reports To: School Principal and Senior Army Instructor
Work Schedule/FLSA Status: 11 month / Exempt
Position Type: Full-time

Terms of employment are contingent upon:

- Approval from Cretin-Derham Hall Administration and the United States Army Cadet Command.
- Verification of U.S. Citizenship or legal authorization to work in the United States.
- Completion of the Archdiocese of St. Paul and Minneapolis Safe Environment "Essential 3" Requirements, including a background check which demonstrates background is acceptable for the position sought and working with or around students.
- In accordance with Department of Defense Instruction (DODI) 1402.5 and Army Directive 2014-23, Child Care National Agency Check and Inquiries (CNACI) background investigations are required for all individuals who have regular contact with children under 18 years of age. As a result of this Army Directive, the CNACI clearance is now incorporated into the JROTC Instructor.
- Completion of Certification process:
 - Due to the time involved to obtain Certification from Cadet Command, potential candidates interested in serving as JROTC Instructors should visit the US Army Junior ROTC webpage at www.usarmyjrotc.com to review the employment process.

Compensation:

- Subject to Army directives found at: <https://www.usarmyjrotc.com/pay/>
- This is a benefit-eligible position:
 - Paid time off
 - Insurance plans for individuals, spouses and families with employer premium contributions:
 - Multiple health insurance plan options, including HSA plans
 - Dental
 - Employer-paid Life/AD&D and long term disability insurance
 - Employee-paid additional insurance plans for individuals, spouses and families:
 - Vision
 - FSA
 - Critical Illness
 - Accident
 - Voluntary Life/AD&D
 - 403(b) and defined benefit retirement plans (employee and employer contributions)
 - CDH tuition remission

Position Purpose:

This position strives to provide JROTC students with appropriate learning experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth and enable them to develop the competencies and skills necessary to function successfully in the 21st Century.

Responsibilities:

- Assist JROTC Senior Instructor with building JROTC program.
- Develop students' cognitive capacity and respect for learning.
- Positively foster students' self-esteem.
- Work with and understand a diverse student population.
- Integrate the themes of leadership, technology, and communication into the curriculum.
- Plan for and guide the learning process to help students achieve program objectives.
- Maintain a classroom atmosphere conducive to learning.
- Implement useful diagnostic and progress assessment measures.
- Maintain academic progress and discipline records.
- Select and use effective instructional methods and learning materials.
- Establish a cooperative relationship with all assigned students.
- Maintain open lines of communication with parents/ guardians/ staff.
- Engage in professional growth activities through an ongoing program of job-related knowledge and skill development.
- Work collaboratively to achieve the overall purpose of the school's program and support CDH's vision, aims and goals.

Travel:

Limited travel in local/regional area for extra-curricular events and activities will be required. Occasional travel outside of Region may be required for annual training.

Additional Duties:

- Assist with JROTC co-curricular activities as designated by the SAI
- Attend required JROTC and school events
- Perform other related tasks as assigned by Senior Army Instructor, School Principal or President

Equipment:

This position may require the ability to use basic office equipment such as computers, copiers, scanners, and fax machine.

Physical Demands and Work Hazards:

- Must adhere to Army height and weight requirements.
- Must be able to work in school building environments.
- Must be able to respond rapidly in emergency situations.

Education, Skills and Experience:

All employees of CDH are required to successfully complete the "Essential 3" requirements set forth by the Archdiocese of St. Paul and Minneapolis prior to beginning their employment. Employees must remain in compliance with these requirements throughout their employment at CDH.

- Qualified candidates must satisfy one of the following:
 - Hold the rank of Staff Sergeant or above, W-1 through CW-4, with a minimum of ten years of honorable active-duty service with no more than five years of separation time, or
 - Be a retired service member of the United States Army in the grade of W-1 through CW4, or E6 through E9 and meet Certification Requirements prescribed in Cadet Command Regulation (CCR) 145-2, and not have been retired more than five (5) years at the time of initial employment in a JROTC position.
- Ability to meet the retention medical fitness standards and height/weight standards as prescribed in AR 40-501 and CCR 145-2 is required.
- Minimum of a Bachelor's degree required (Education or related field is preferred).
- Experience teaching or working with youth preferred.
- Commitment to providing a quality educational experience to a diverse student body.
- Experience in supply, administration, drill, and ceremonies.
- Excellent verbal and written communication skills.
- Proven organizational, time management, and interpersonal skills.
- Ability and willingness to comply with the standards for ethical and professional performance.
- Demonstrated ability to foster positive human relationships and the ability to work effectively with students, staff, parents and the community.

To Apply:

Please send resume and cover letter to Col. Joe Scrocca, Senior Army Instructor, JROTC, at jscrocca@c-dh.org.