



# Cretin-Derham Hall

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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, 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:** Senior Army Instructor and School Principal  
**Work Schedule/FLSA Status:** 11 month / Exempt  
**Position Type:** Full-time

**Terms of employment are contingent upon:**

- Approval from Cretin-Derham Hall Administration.
- Approval from United States Army Cadet Command.
- 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, Code of Conduct and VIRTUS training.
- Verification of U.S. Citizenship or legal authorization to work in the United States.

**Compensation:**

Compensation is commensurate with rank and years of service and negotiated agreement. Minimum Instructor Pay is the difference between official retired pay, reported by the Defense Finance and Accounting Service (DFAS), and the active duty pay and allowances (excluding hazardous duty and special pays) that a JROTC instructor would receive if ordered to active duty. Active duty Pay and Allowances are based on DFAS current year Military Pay Tables and include the following:

- Basic Pay
- Basic Allowance for Housing
- Cost of Living Allowance (if applicable)
- Overseas Housing Allowance (if applicable)
- Overseas Cost of Living Allowance (if applicable)
- Clothing Maintenance Allowance (enlisted only)
- Basic Allowance for Subsistence

**Position Purpose:**

Provide JROTC students with appropriate learning experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth; enable students to develop competencies and skills to function successfully in society. Plans for, teaches, and facilitates learning for all students. Creates a positive learning environment. Maintains academic progress, records, and discipline. Works collaboratively with students, parents and staff to provide and implement classroom education to meet the needs of the students. Educates students to prepare them for the 21st Century; college or career ready.

**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.
- 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 may be required.

**Additional Duties:**

- Assist with JROTC Co-curriculars.
- 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 and Mental Demands, Work Hazards:**

- Must adhere to Army height and weight requirements.
- Must be able to work in school building environments.
- Must have organization, time management, communication, and interpersonal skills.
- Must be able to respond rapidly in emergency situations.

**Education and Experience:**

- Staff Sergeant (SSG) or higher.
- Retired from the Army for less than three years OR if still active duty, must have retirement orders and within six months of retirement or terminal leave date.
- Bachelor's degree from an accredited college or university.
- Experience teaching or working with youth preferred.
- Experience in supply, administration, drill, and ceremonies.
- A philosophy that all students can and will learn.
- Excellent verbal and written communication skills.
- Positive 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 Lauri Malm at [lmalm@c-dh.org](mailto:lmalm@c-dh.org).