

Job Title: JROTC Senior Army Instructor

Reports To: Principal and/or President

Work Schedule/FLSA Status: 11 to 12 month / Exempt.

Salary Schedule: As outlined in applicable negotiated agreement. Commensurate with experience and education and Minimum Instructor Pay as determined by Cadet Command

Position Purpose: The JROTC Senior Army Instructor is responsible for overseeing the school's JROTC program. The senior army instructor works collaboratively with the army instructor, students, parents, administration, and staff to provide and implement classroom instruction and program leadership to meet the needs of all students within the JROTC program. This is accomplished by providing students with appropriate learning experiences designed to help them fulfill their potential for academic, emotional, physical, and social growth. Additionally, the senior army instructor helps students to develop competencies and skills to function successfully in society. The senior army instructor follows the established JROTC/CDH curriculum and is responsible for creating a positive learning environment, maintaining academic progress and records, and discipline in the JROTC program.

Essential Performance Responsibilities

- Education: Minimum of Bachelor's degree from an accredited college or university. Masters Degree preferred.
- Approval from United States Army Cadet Command.
- Rank of Captain to Colonel.
- Instructor must receive certification from US Army Cadet Command and CNACI approval prior to employment.
- Command Experience preferred.
- Experience teaching or working with youth groups preferred.
- A demonstrated philosophy that all students can and will learn.
- Excellent attendance record.
- Excellent communication skills oral and written.
- Demonstrated knowledge and understanding of Best Instructional Practices in the JROTC Classroom.
- Positive interpersonal skills.
- This individual will exhibit skills pertinent to foster positive human relationships and the ability to work effectively with students, staff, parents and the community.
- A willingness and demonstrated abilities conducive to a continuous quest for quality education.

Responsibilities:

- Oversees entire JROTC program at CDH.
- Developing students' cognitive capacity and respect for learning.
- Positively fostering students' self-esteem.
- Working with and understanding a diverse student population.
- Integration of leadership, technology, and communication into the curriculum.
- Planning for and guiding the learning process to help students achieve program objectives.
- Maintaining a classroom atmosphere conducive to learning.
- Implementing useful diagnostic and progress assessment measures.

- Selecting and using effective instructional methods and learning materials.
- Establishing a cooperative relationship with all assigned students.
- Maintaining open lines of communication with parents/ guardians/ staff.
- Engaging in professional growth activities through an ongoing program of job-related knowledge and skill development.
- Working collaboratively to achieve the overall purpose of the school's programs.
- Integrating of the themes of leadership, technology, and communication with a diverse population.

Additional Duties

Performs other related tasks as assigned by the CDH administration.

Equipment: This position may require the ability to use basic office equipment such as computers, copiers, scanners, and fax machine. Must always comply with guidelines for equipment use.

Travel: Limited travel to yearly brigade JROTC conferences as well as occasional JROTC program outings and attendance at the JROTC Cadet Leadership Challenge camp.

Physical and Mental Demands, Work Hazards:

- Must be able to respond rapidly in emergency situations.
- Must have organization, time management, communication, and interpersonal skills.
- Work in school building environments.

Interrelations:

- Contact with personnel within the school.
- Will be working with a diverse population requiring the ability to handle all situations with tact and diplomacy.

Employee Punctuality and Appearance

- In order for schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave.
- Any deviation from assigned hours must have prior approval from the employee's supervisor,
- All employees are required to report to work dressed in a manner that reflects a positive image of Cretin-Derham Hall and is appropriate for their position.
- Regular attendance is important.

Terms of Employment

Terms of employment are contingent upon:

- A background check which demonstrates background is acceptable for the position sought and working with or around students through the VIRTUS as required by the Archdiocese of St.; Paul and Minneapolis as well as a CNACI investigation administered by U.S. Army Cadet Command, JROTC Directorate.
- Verification of U.S. Citizenship or legal authorization to work in the United States