

CABELL COUNTY SCHOOLS

JOB DESCRIPTION

Position: ROTC Teacher

Evaluated by: Principal/Assistant Principal

Job Description: The Jr. ROTC Teacher is assigned to deliver a comprehensive Jr. ROTC program in accordance with federal and state law and West Virginia Board of Education and county policies and regulations.

Qualifications: Holds or qualifies for a West Virginia Authorization endorsed for Jr. ROTC based on the appropriate military qualifications:

1. Be certified by Cadet Command as a qualified JROTC Senior Army instructor.
2. Be in a retired status with a minimum of 20 years of active duty service.
3. Be in the grade of Captain, Major, Lieutenant Colonel or Colonel and have a baccalaureate degree from an accredited college or university.

Length of Employment: 220 days

Responsibilities: The ROTC Instructor shall have the responsibilities and duties IAW (in accordance with) the Department of the Army Cadet command.

1. Prepares weekly training schedule IAW the approved Master Training Schedule.
2. Prepares lesson plans and training materials for JROTC instruction IAW the Master Training Schedule and appropriate directives.
3. Development of the procedures governing the administration, control, and the training of JROTC cadets IAW school and service policies.
4. Conduct classroom, field and range training to ensure that adequate, safe and meaningful Instruction is being conducted in compliance with school and service regulations and policies.
5. Plan, coordinate and conduct an annual inspection. A Formal Inspection will be conducted by the 4th ROTC Brigade every 3 years.
6. Requisition and maintain accountability for the U.S. Government property that is needed to support a JROTC program.
7. Participate in the supervision of after school activities which include, but not limited to the drill team, Raider team, color guard, rifle team, adventure training group and battalion staff.
8. The SAI will meet and continue to maintain the eligibility and qualification standards of CCR 145-2, for the instructor position.
9. To implement, evaluate and improve the Jr. ROTC program of study.
10. To foster a classroom climate conducive to learning.

11. To utilize instructional management systems models that increase student learning.
12. To monitor student progress toward mastery of instructional goals and objectives.
13. To communicate effectively with the educational community and parents/guardians on a regular basic.
14. To assist, if applicable, in the implementation of the state and county testing program in accordance with the state and county policies.
15. To instruct pupils in citizenship and other areas specified in state law and administrative regulations and procedures of the school district.
16. To accommodate a variety of instructional equipment.
17. To inventory equipment and maintain proper care and use of equipment.
18. To instruct students in proper care and use of equipment.
19. To utilize appropriate instructional materials and instructional aids.
20. To provide time for requested parent, student or parent/student conferences.
21. To complete and submit all reports in a timely manner as required by law, the West Virginia Department of Education, and/or the county Board of Education.
22. To report the presence of any situation that may be harmful to the health and safety of the students and/or staff.
23. To advise the principal of the presence of any situation that may require immediate intervention so as not to hinder the instructional program.
24. To complete duty assignments as designated by the principal.
25. To communicate to parents/guardians the progress and/or deficiencies of students.
26. To accept responsibility for the behavior of students assigned.
27. To supervise students at all times in accordance with state, county and school policies.
28. To attend all faculty senate and other required meetings.
29. To fulfill annual continuing education requirements and attend other required training programs.
30. To take students attendance as legally required and in accordance with county policy.
31. To accept reasonable extra duty assignments necessary for a successful school program.
32. To maintain professional work habits.
33. To maintain and upgrade professional skills.
34. To perform other duties as assigned by the principal.