

**SCHOOL DISTRICT OF OKALOOSA COUNTY
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

Position Title: ROTC Instructor
Reports to: Principal

Minimum Eligibility Requirements:

Holds a valid Florida Educator's Certificate with ROTC coverage and approved by the Department of the Army, Ft. Bragg, North Carolina or Department of the Air Force, Maxwell Air Force Base, Alabama. Any alternative qualifications as the Board may find appropriate.

Communication Skills:

Demonstrates articulate speech. Uses vocabulary appropriate to task and student ability. Writes with appropriate grammar, spelling and structure. Communicates effectively with students, parents, and administrators.

Specialization Competence:

Demonstrates proficiency in area of specialization. Uses subject area materials appropriately.

Administrative/Supervisory Requirements:

Keeps appropriate records. Maintains effective lesson plans. Conforms to rules and policies of the district, school, and state.

Instructional/Evaluation Procedures:

Makes effective use of time. Provides instructional orientations, transitions and clear directions. Uses effective questioning techniques. Develops concepts and provides appropriate reviews, practice and corrective feedback. Uses appropriate evaluative techniques. Analyzes and interprets test results.

Management Techniques:

Establishes rules; monitors rules consistently and fairly. Maintains academic focus. Establishes routines for use of materials. Controls and stops spread of misconduct. Maintains instructional momentum.

Interpersonal Relationships:

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

Physical Demands:

The physical demands described here are representative of those essential for an employee to successfully perform the functions of this job. Reasonable accommodations may be made for individuals with disabilities.

The employee is frequently required to stand, talk, hear, walk, and sit. The employee may occasionally push or lift up to 50 pounds. The employee demonstrates physical energy commensurate with assigned tasks and controls emotions appropriately.

Work Environment:

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

(over)

Job Goal:

To help students learn subject matter and develop skills that will contribute to their intellectual, emotional and physical maturation.

Essential Duties and Responsibilities:

1. Manage and administer the JROTC program.
2. Supervise the administrative, logistical, and financial management of the JROTC program.
3. Ensure the integration of the JROTC program into the school environment by cooperating with school, community, veterans, and parental groups.
4. Ensure the development and supervision of curriculum-in-action trips, fund raising, and other co-curricular activities.
5. Maintain liaison with armed forces representatives in logistics, finance, and academic areas to ensure effective utilization of resources.
6. Plan, organize, and instruct military science and leadership education.
7. Develop course syllabus, daily/weekly lesson plans, assignments, demonstrations, training aids, and reference and related materials to accomplish course and lesson objectives.
8. Evaluate student progress, diagnose individual learning problems, initiate corrective action as appropriate.
9. Encourage student behavior that contributes to the learning process.
10. Meets and instructs assigned classes in the location and at the times designated.
11. Assists in upholding and enforcing school rules, administrative regulations and board policies.
12. Maintains accurate, complete and correct records.
13. Cooperates with other staff members in planning instructional goals, objectives and methods.
14. Evaluate the Aerospace/Army science and leadership education program to determine whether Air Force/Army and school objectives are accomplished.
15. Consult with the principal on the priority of JROTC within the school and requirements for space and equipment support.
16. Abides by all policies of the Okaloosa County School Board.
17. Performs other tasks as assigned within the limits of the Master Contract.

Terms of Employment/Length of Employment:

Ten month. Salary is based on adopted salary schedule for instructional personnel, and established by the Department of the Army/Air Force.

Evaluation:

Annual performance evaluation by the principal and by JROTC headquarters in accordance with the Master Contract, local policies, and state law.