

TEACHER JROTC

Purpose Statement

The job of TEACHER JROTC was established for the purpose/s of Air Force Junior Reserve Officer Training Corps (AFJROTC) Senior Aerospace Science Instructor (SASI / ASI) - the AFJROTC officer (OIC) and non-commissioned officer (NCO) instructor positions are responsible for day-to-day unit operations. The senior instructor (SASI) reports directly to the principal (or designated equivalent representative) and ensures applicable instructions are complied with and the unit is operated in an efficient, military manner. The SASI will be designated as a department head (or equivalent) at the school and acts as the unit commander providing overall AFJROTC program management, direction and oversight to assisting program instructors (ASI) and cadet membership programs and activities. Detailed job description guidance for instructor specific duties can be found in AFJROTC 36-2004, Air Force Junior ROTC Instructor Management. The AFJROTC unit, located at Nogales High School, currently is approved to employ three program instructor positions.

This job reports to PRINCIPAL

Essential Functions

- Confers with teachers, parents, U.S. Air Force and/or appropriate community agency personnel for the purpose of assisting in evaluation of students' progress and/or implementing students' objectives.
- Implements aerospace science and/or subject specific programs for the purpose of meeting the U.S. Air Force guidelines.
- Instructs students enrolled in program for the purpose of meeting JROTC requirements.
- Maintains classroom equipment, student files, records, etc. for the purpose of ensuring availability of items as may be required.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records, verbal and written communication skills.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: age appropriate activities, bilingual (English/Spanish) helpful, pertinent codes, policies, regulations and/or laws, stages of child development, working knowledge of school system.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting curriculum to meet needs of students, adapting to changing work priorities, addressing the learning styles of students, assessing learning outcomes achieved by students communicating with students, creating and maintaining climate of respect, implementing activities that promote student learning, implementing classroom management techniques, maintaining confidentiality, meeting deadlines and schedules, planning instructional goals/outcomes for students, setting priorities, utilizing current technology, working as part of a team, working with detailed information/data, working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 30% walking, and 60% standing. The job is performed under minimal temperature variations.

Experience Job related experience is desired.

Education Community College and/or Vocational School degree with study in job related area.

Equivalency None Specified

Required Testing

None specified

Certificates & Licenses

Arizona JROTC Certification

Continuing Educ. / Training

Maintain Arizona Certification, Maintain Fingerprint Clearance Card

Clearances

Clean Motor Vehicle Record, Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Certificated MIP