



NEW:

05/10/2010

JOB TITLE:	JUNIOR ROTC INSTRUCTOR
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	200 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4570
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Assists in conducting the Junior ROTC Program and serves as representative in the absence of the Senior ROTC Instructor. Responsibilities of the Junior ROTC Instructor parallel that of the Senior ROTC Instructor. Specific duties are determined by the individual qualifications of the instructor involved, i.e., expertise in specific experiences.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Conducts effective, imaginative and timely instruction for a four year course

Provides and maintains essential instructional and equipment assets for the proper conduct of the program

Manages, maintains and controls all government owned assets of uniforms, equipment and instructional material

Complies with appropriate military and local directives affecting student safety and such other directives as might be applied to the program

Prepares and submits necessary government reports on a timely basis

Recruits cadets to maintain students' minimums in compliance with federal statutes

Provides and maintains appropriate security of government assets

Provides appropriate counseling to cadets enrolled in programs

Duties may include performance of health services, for which training will be provided

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Kentucky specialized professional school services certification

Retired enlisted of top three (3) pay grades with minimum of 20 years active service

Experience involving instruction

Approval of military department involved

Effective communication skills

DESIRABLE QUALIFICATIONS

Degree in area of Education