



REVISED: 05/10/2010
Submitted: 02/25/2025

JOB TITLE:	SENIOR ROTC INSTRUCTOR
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	202 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4575
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Conducts the multi faceted Junior ROTC Program in accordance with applicable school and military regulations affecting the program. Maintains government owned property, serving as representative of the military department involved and initiating government contracts, conducting public affairs and establishing effective community relations.

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 materials

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

Provides such extra curricular activities as deemed desirable to enhance the images of the military in the community

Supervises the activities of the Junior ROTC Instructor

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

Provides and maintains appropriate security of government assets

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

Performs other duties as assigned 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

Bachelor's Degree

Retired Field Grade Officer with a minimum of 20 years active service

Approval by military department

Kentucky certification

Effective communication skills

DESIRABLE QUALIFICATIONS

Advanced Degree

