Title: **Coordinator of Army Instruction – Junior ROTC** Pay Grade: 307
Reports to: Administrator Assigned FLSA: Exempt
Department: JROTC Length of Assignment: 226 days

Summary

Responsible for coordinating and administering the Army Junior Reserve Officers' Training Corps (JROTC) program for the district through proper instruction and supervision. Ensure all activities are conducted in accordance with civil/military laws, regulations, and policy. Ensure that the program is both academic and extracurricular and that it meets criteria for both. Adhere to federal and state laws, as well as district policies, procedures, and regulations.

Essential Functions

1. Utilize the JROTC curriculum to accomplish and strengthen planning goals following district priorities.
2. Conduct a comprehensive needs assessment and complete the Program Improvement Plan annually, including formative and summative assessments.
3. Coordinate with JROTC instructors to ensure student/cadet participation in relevant co-curricular and/or extracurricular activities.
4. Check and inspect compliance of the implementation/execution of the Cadet Command curriculum throughout the school year.
5. Prepare for an external formal inspection.
6. Prepare and maintain the department and Army annual budget and monitor its execution.
7. Observe instructors in the classroom on a regular basis and provide constructive feedback.
8. Provide orientation for new instructors.
9. Plan and conduct appropriate in-service trainings for instructors.
10. Provide input to campus administrators regarding the evaluation/training of instructors.
11. Facilitate the interview process in regard to new instructors and ensure all interview paperwork/documentation is submitted to Human Resources for processing.
12. Coordinate joint JROTC operations with other districts throughout the county, regardless of branch of service.
13. Serve as a resource and support person to the individual instructors while removing any unnecessary administrative requirements.
14. Serve as the Government Purchase Card Approving Officer for the government-issued credit card.
15. Attendance at the work site is required to meet essential functions of the job.

Other Responsibilities

1. Participate in professional development activities as required by the district.
2. Follow established safety procedures and techniques to perform job duties; support district/department goals.
3. Maintain a professional code of ethics and perform other duties as assigned.

The Ysleta Independent School District does not discriminate on the basis of race, color, national origin, sex, religion, age, genetic information or disability in employment or the provision of services. If an accommodation is required, the District should be advised. The Ysleta ISD is an equal opportunity employer.

Qualifications

Bachelor's degree; certification to teach Junior ROTC by the US Army/Cadet Command; retired from the US Army at the rank of Colonel (06) or Lieutenant Colonel (05) with a minimum of 20 years of military service; three (3) years of experience teaching Junior ROTC. Demonstrated organizational and leadership ability. Effective communication skills, both oral and written. Valid Texas/New Mexico driver's license and must be insurable by the district's auto liability insurance carrier. Subject to district's drug and alcohol testing policy and regulation. Maintain an outstanding relationship with the greater El Paso community, to include civic, fraternal, patriotic, neighboring districts' and the Fort Bliss community.

Mental Demands/Physical Demands/Environmental Factors

Ability to maintain emotional control under stress. Occasional district-wide and state-wide travel; prolonged and irregular work week hours. Texas/New Mexico driver's license; insurable by the district's auto liability insurance carrier. Subject to district drug and alcohol testing policy and regulation.

Approvals

Original approved and signed document located in the Ysleta ISD Human Resources Department.

The Ysleta Independent School District does not discriminate on the basis of race, color, national origin, sex, religion, age, genetic information or disability in employment or the provision of services. If an accommodation is required, the District should be advised. The Ysleta ISD is an equal opportunity employer.