



Job Title: Army Instructor

Reports To: Immediate Supervisor

Prepared By: The Division of Human Resources

Board Approved Date:

Pay Grade Range: TE308 to TI112

Summary: The Army Instructor is responsible for the effective management of quality of classroom instruction and integrated-curricular activities of assigned classes. The Army Instructor works to effectively manage the JROTC unit at the school/district level and maintain good relations with school authorities. Will assist in establishing standard operating procedures relating to the administration, control, and training of JROTC cadets. These procedures will cover the appointment, promotion, and demotion of Cadet Officers and noncommissioned officers.

Essential Duties and Responsibilities:

- Manages and conducts the JROTC unit according to school rules, regulations, and policies.
- Represents the school in matters pertaining to the Department of the Army and the JROTC Program.
- Serve as a strong advocate for the JROTC Program at the District and State level.
- Ensures, on behalf of the school, district and the Army that the JROTC program is administered in accordance with law, regulations, and policies.
- Prepares weekly training schedules.
- Conduct a public affairs effort in the local area middle and elementary schools, among school and community officials, civic groups, parent teacher groups and other individuals or groups, designed to further the understanding of JROTC, the school and the Army.
- Enrolls students in JROTC and supports school officials while executing the curriculum and the integrated extracurricular activity
- Maintains contact with parents of all Cadets experiencing academic or behavioral problems.
- Ensures JROTC unit areas are neat and orderly; current chain of command photos, Cadet Creed, core abilities and mission statement are present; and all sensitive items are secured.

- Ensures instructors share teaching responsibilities.
- Responsible for teaching the JROTC curriculum.
- Maintains accountability of all equipment and property
- Request curriculum materials and distribute.
- Submits required reports in a timely manner
- Establishes, instills and ensures enforcement of program standards.
- Observes both the military and school chain of command.
- Abides by U.S. Army rules and regulations

Other Duties:

Other duties as assigned that are related to the functions of the position.

Essential Functions/Qualifications/Requirements:**Education and Experience:**

A minimum of an associate's degree from an accredited college or university is required. Must meet all Cadet Command eligibility and qualification standards and be Cadet Command certified as a JROTC Instructor. Must be a retired Army Officer.

Work Environment Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Professional Conduct:

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.



Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifent website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

[Verifent Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.