



## **Flour Bluff Independent School District Job Description**

**JOB TITLE: LOTC Instructional Assistant & Drill Coach**

**WAGE/HOUR STATUS:** Nonexempt

**NUMBER OF DAYS:** 211

**REPORTS TO:** NJROTC Commander

**DATE REVISED:** 12/06

### **PRIMARY PURPOSE:**

- The role of the aide is to interact effectively with the assigned teacher within the framework of the philosophy and goals established by Board Policy and in accordance with statutes, standards of regulatory agencies, and administrative guidelines to create an educational environment which is conducive to learning and which provides opportunities, strengthens areas of weaknesses, and extends positive values.

### **QUALIFICATIONS:**

- High School Diploma or G.E.D.
- 48 College Hours
- Eligible for Certification as per Texas Education Agency

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Instruct Junior High School students in the basic military knowledge, i.e., Chain of Command, Orders to the Sentry, and Uniform Preparation.
2. Instruct Junior High School students in general Naval Science curriculum.
3. Instruct Junior High School students in basic military drill to include armed and unarmed regulation drill, armed and unarmed exhibition drill, and military color guard procedures and techniques.
4. Instruct Junior High School students in a good physical fitness program.

5. Assistant Coach for the NJROTC JV and Freshman Color Guards and as assigned for LOTC and NJROTC Drill Teams.
6. Demonstrates knowledge of district and administrative policies applicable to the position.
7. Exhibits maturity and emotional control.
8. Accepts and performs additional school related assignments in a positive and efficient manner.
9. Dresses and grooms appropriately.
10. Exhibits punctuality and dependability in performing his or her job.
11. Adheres to proper channels when communicating ideas, problems, etc.
12. Adheres to Professional Ethical Standards in relationship to students, teachers, parents, peers, administrators, and support personnel.
13. Participates in staff development and professional growth activities.
14. Perform other duties as assigned.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:**

Personal computer, phone systems, video/instructional equipment, air rifles, and peripherals

**Posture:**

Prolonged sitting and standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:**

Frequent walking, repetitive computer work with frequent use of hands and wrists

**Lifting:**

Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment

**Environment:**

Work inside from school, home, or location other than school building, may work outside; regular exposure to noise and computer monitors. Regular community and occasional statewide travel

**Mental Demands:**

Maintain emotional control under stress; work prolonged or irregular hours

**The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**