



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

**JOB TITLE:** Naval NJROTC Commander

**WAGE/HOUR STATUS:** Exempt

**NUMBER OF DAYS:** 227

**REPORTS TO:** Principal

**DATE REVISED:** 01/2025

### **PRIMARY PURPOSE:**

- The Naval NJROTC Commander is responsible to the school principal for planning, teaching, and evaluating instruction in the NJROTC assignment and for providing appropriate educational opportunities and extracurricular activities for students. The Naval NJROTC Commander shall perform those duties pursuant to current regulations, policies, and procedures as established by the Chief of Naval Education and Training and the school district. As head of the Naval Science department, he/she reports directly to the principal for the administration and operation of the NJROTC program. The Naval NJROTC Commander reports to the NJROTC Area Manager for administrative and logistical support.

### **QUALIFICATIONS:**

#### **Minimum Education:**

- Bachelor's Degree
- Certified as a Senior Naval Science Instructor by the U.S. Navy
- Retired commissioned Officer or Warrant Officer

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

1. Teaching a multi-subject four-year curriculum.
2. Instructing in military drill.

3. Supervising the Naval Science Instructors in requisitioning all government furnished equipment (includes uniforms, training aids, books, arms, ammunition, training rifles, and organizational equipment).
4. Supervising the Naval Science Instructors in arranging for cleaning and tailoring of uniforms in accordance with the contract agreed to by the Flour Bluff Independent School District.
5. Supervising the Naval Science Instructors in surveying old and worn uniforms and other government furnished equipment/materials.
6. Supervising the Naval Science Instructors in simple preventive maintenance of training aids and devices.
7. District representative the control and inventory of all government furnished equipment and materials (including annual wall-to-wall inventory).
8. Writing and updating lesson plans for multi-subject curriculum.
9. Ensuring proper physical security of all government and school furnished equipment and materials.
10. Planning and conducting extracurricular activities for NJROTC unit (including color/honor guard ceremonies, varsity drill, rifle, pistol, and orienteering teams for competitive meets, field trips, etc.).
11. Preparing monthly, semi-annual, annual, and periodic reports on program administration and logistics.
12. Keeping current and abreast of new developments and organizational changes within the Navy.
13. Keeping current and abreast of new requirements of program management.
14. Attending Navy-sponsored seminars to keep abreast of new requirements of program management (within District budget constraints)
15. Establishing rapport with school counselors and all faculty members.
16. Making annual presentations on NJROTC program to all students at the Junior High School for the purpose of recruiting new cadets into the program.
17. Taking courses of instruction and/or enrolling in appropriate in-service training to improve teaching abilities as directed by principal.
18. Counseling students in the NJROTC program.
19. Cooperates with the Navy Department of Finance in ensuring appropriate financial accounting and in the preparation of financial vouchers for reimbursement of expenditures to the district, made in support of the NJROTC program.
20. Cooperating with the Department of Finance in preparing financial vouchers.
21. Establishing contact with civic groups to obtain their recognition of the NJROTC program.
22. Submitting evaluations of the Naval Science Instructors to the Area Manager at the time of the annual inspection or as required by the Navy or the Flour Bluff Independent School District.
23. Exhibits effective communication with students.
24. Displays cooperativeness in working with students, teachers, and other school personnel.
25. Demonstrates knowledge of district and administrative policies applicable to the position.

26. Accepts and performs additional school related assignments in a positive and efficient manner.
27. Exhibits punctuality and dependability in performing his or her job.
28. Adheres to Professional Ethical Standards in relationship to students, teachers, parents, peers, administrators, and support personnel.
29. Adheres to proper channels when communicating ideas, problems, etc.
30. Participates in staff development and professional growth activities.

**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).

**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.**