



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

**JOB TITLE:** NJROTC Instructor

**WAGE/HOUR STATUS:** Nonexempt

**NUMBER OF DAYS:** 211

**REPORTS TO:** NJROTC Commander

**DATE REVISED:** 05/2025

### **PRIMARY PURPOSE:**

- Provide cadets with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth, enabling them to become productive, effective citizens.

### **QUALIFICATIONS:**

#### **Education/Certification:**

- Bachelor's degree, associate's degree, or high school diploma/GED
- Valid Texas teaching certificate with required endorsements or related training and work experience for certification waivers under the District Innovation Plan (DOI)
- Eligible to obtain JROTC Certification from the US Navy

### **Special Knowledge/Skills**

- Knowledge of subjects assigned
- Knowledge of curriculum and instruction
- Ability to instruct cadets and manage their behavior
- Strong organizational, communication, and interpersonal skills

### **Experience:**

- Retired from the US Navy, or Marine Corps, or Coast Guard

## **MAJOR RESPONSIBILITIES AND DUTIES:**

### **I. Instructional Strategies**

1. Teaching a multi-subject four-year curriculum.
2. Instructing in military drill.
3. Coach one or more NJROTC teams and travel as the coach to the appropriate competitions or as support for other teams.
4. Assist the Senior Naval Science Instructor (SNSI) in requisitioning all government furnished equipment (includes uniforms, training aids, books, arms, pellets, training rifles, and organizational equipment).
5. Assist the SNSI in arranging for cleaning and tailoring of uniforms in accordance with the contract agreed to by Flour Bluff ISD.
6. Assist the SNSI in surveying old and worn uniforms and other government furnished equipment and materials.
7. Assist the SNSI in simple preventive maintenance of training aids and devices.
8. Assist the SNSI in control and inventory of all government furnished equipment (GFE) and materials (including annual wall-to-wall inventory).
9. Writing and updating lesson plans for multi-subject curriculum.
10. Ensure proper physical security of all GFE and school furnished equipment and materials.
11. Assist SNSI in 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.).
12. Assist SNSI in preparing monthly, semi-annual, annual and periodic reports on program administration and logistics.
13. Keep current and abreast of new developments and organizational changes within the Navy.
14. Keep current and abreast of new requirements of program management.
15. Attending Navy-sponsored seminars to keep abreast of new requirements of program management (within District budget constraints)
16. Establishing rapport with school counselors and all faculty members.
17. Making annual presentations on NJROTC program to all students at the Junior High School for the purpose of recruiting new cadets into the program.
18. Taking courses of instruction and/or enrolling in appropriate in-service training to improve teaching abilities as directed by principal.
19. Counseling cadets in the NJROTC program.
20. Assist the SNSI in cooperating 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.
21. Establishing contact with civic groups to obtain their recognition of the NJROTC program.
22. Providing annual DD 2767 form to SNSI to forward to Nava Service Training Command.
23. Exhibits effective communication with cadets.

24. Displays cooperativeness in working with cadets, 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 on 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 cadets, 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.

## **II. General Duties and Responsibilities of the Naval Science Instructor**

1. Instructs classes in given subject area(s).
2. Is responsible for use of available instructional material.
3. Fulfills related responsibilities, e.g., reporting grades, exams, field trips, programs.
4. Evaluates performance of cadets in subject.
5. Maintains classroom discipline that allows for cadet learning and individual responsibility.
6. Evaluates information from testing for individualizing instruction.
7. Meets deadlines as requested.
8. Uses effective leadership techniques.
9. Cooperates in facilitating the administration of the school.

### **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 lifting and carrying heavy 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.**