



Flour Bluff Independent School District Job Description

JOB TITLE: Leadership Officer Training Corps (LOTC) 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:

- Veterans, and retirees with at least eight years of service that ended (separation or retirement) within the past five years.

- Category I: Veterans and retirees with eight years of service in the USN that ended in the past five years.
- Category II: Veterans and retirees with eight years of service in the USMC or USCG that ended in the past five years.
- Category III: Active participating members of the selected reserve (USNR, USMCR, or USCGR) with at least eight years of credible service within respective service.

Rank:

- E5 - E9.

MAJOR RESPONSIBILITIES AND DUTIES:

I. Instructional Strategies

1. Teaching the two-year LOTC curriculum
2. Instructing in military drill
3. Coaching one or more LOTC or 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, orienteering, drone, and academic 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. Taking courses of instruction and/or enrolling in appropriate in-service training to improve teaching abilities as directed by principal.
18. Counseling cadets in the LOTC program.
19. 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 LOTC program.
20. Establishing contact with civic groups to obtain their recognition of the NJROTC and LOTC programs.
21. Exhibits effective communication with cadets.
22. Displays cooperativeness in working with cadets, teachers, and other school personnel.
23. Demonstrates knowledge of district and administrative policies applicable to the position.
24. Accepts and performs additional school related assignments in a positive and efficient manner.
25. Exhibits punctuality and dependability in performing his or her job.
26. Adheres to Professional Ethical Standards in relationship to cadets, teachers, parents, peers, administrators, and support personnel.
27. Adheres to proper channels when communicating ideas, problems, etc.
28. Participates in staff development and professional growth activities.

II. General Duties and Responsibilities of the LOTC 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, standing and walking; 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, classroom equipment, and drill 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 statewide travel and occasional out-of-state 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 of all responsibilities and duties that may be assigned or skills that may be required.