Flour Bluff Independent School District Job Description

JOB TITLE: NJROTC Secretary/Administrative Assistant

WAGE/HOUR STATUS: Nonexempt
NUMBER OF DAYS: 227
REPORTS TO: NJROTC Commander
DATE REVISED: 07/2026

PRIMARY PURPOSE:

- The role of the NJROTC Secretary/Administrative Assistant is to assist the NJROTC instructors and facilitate the efficient operation of the NJROTC program.

QUALIFICATIONS:

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

MAJOR RESPONSIBILITIES AND DUTIES:

1. Process and oversee Purchase orders for NJROTC requirements.
2. Responsible for managing NJROTC Uniform and Equipment inventory and maintenance of the corresponding database.
3. Responsible for maintaining NJROTC Cadet database.
4. NJROTC competition trip planner and competition schedule coordinator.
5. NJROTC competition equipment manager.
6. NJROTC competition load-out coordinator.
7. Chaperone for NJROTC trips and summer leadership camps.
8. Demonstrates knowledge of district and administrative policies applicable to the position.
9. Exhibits maturity and emotional control.

10. Accepts and performs additional school related assignments in a positive and efficient manner.
11. Dresses and grooms appropriately.
12. Exhibits punctuality and dependability in performing his or her job.
13. Adheres to proper channels when communicating ideas, problems, etc.
14. Adheres to Professional Ethical Standards in relationship to students, teachers, parents, peers, administrators, and support personnel.
15. Participates in staff development and professional growth activities.
16. Assistant coach for NJROTC teams as required/assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:
Personal computer, phone systems, video/instructional equipment, air rifles, and peripherals.

Posture:
Prolonged siting 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.