

## Job Description

**Job Title:** NAVY ROTC Instructor

**Position Code:** 7E00, GE00, 7E08, GE08

**Job Classification:** Exempt

**Supervisor:** Principal

**Pay Grade:** 32 (No Degree), 35-39 (With Degree)

**Contract Length:** 245 Days

### Job Summary

Position is responsible for instructing secondary school students in the JROTC curriculum.

### Essential Duties

1. Instructs cadets in the JROTC curriculum during the school year.
2. Conducts training at JROTC and summer camps.
3. Develops short and long range plans for achieving curriculum goals, gathers appropriate materials, establishes clear objectives for lessons, and formulates appropriate lesson plans.
4. Creates a classroom environment conducive to learning and the personal growth of students.
5. Evaluates student progress and counsels cadets on their performance within the JROTC program.
6. Motivates and encourages students to develop skills, attitudes and knowledge needed to provide a foundation for becoming a responsible citizen.
7. Monitors student movement to ensure a safe and orderly environment.
8. Organizes, supervises and participates in extracurricular activities for JROTC cadets to include color guard, drill teams and other special activities.
9. Maintains JROTC student records as required by the Department of Navy regulations and local policies.
10. Complies with Navy and school district safety guidelines when instructing, supervising, monitoring, and accompanying cadets.
11. Maintains supply accountability in strict compliance with Navy security regulations.
12. Employs a variety of instructional techniques and media.
13. Models nondiscriminatory practices in all activities.

### Other Duties

1. Attends staff development programs, department meetings and other professional activities.
2. Sets an example and models positive attitudes, knowledge, and skills for cadets.
3. Maintains a working knowledge of new instructional methods, technology and equipment.
4. Performs other related duties as assigned by the Principal or other appropriate administrator.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must be a retired United States Navy Non-Commissioned Officer. Bachelor's degree preferred. Must be eligible for a Virginia Teaching License and meet the minimum qualifications required by the Department of the Navy. Must possess effective instructional delivery techniques, excellent communication skills, and the ability to motivate students to excel.

### Working Conditions and Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand

clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, climb stairs, walk and reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate to loud.

**Supervision Exercised:** None.

**Supervision Received:** Principal

*This job description in no way states or implies that these are the only duties to be performed by this employee. The ROTC Instructor will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

---

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**I acknowledge that I have received and read this job description.**

---

Employee Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_