

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Senior Army Instructor (SAI)

Department: Instruction

Job Description

Date Reviewed: August 2010

Reports To: Building Principal
Director of Army Instruction
U.S. Army

Purpose of Job

Directs, coordinates and supervises the U.S. Army Junior Reserve Officer Training Corps (JROTC) Program in the high school to which assigned in accordance with the law, policies and directives of the U.S. Army, Director of Army Instruction and the School Principal insuring that all program objectives are met.

Essential Duties and Responsibilities:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Insures that the school's JROTC program is managed in accordance with the policies and directives of Department of the Army and Clarksville-Montgomery County School Board.
- Reads and reviews all correspondence received from the parent Army headquarters, Director of Army Instruction and the School Principal to determine information required for operation of the individual JROTC program.
- Informs the School Principal of Army regulations, policies, directives and procedures affecting the operation of the JROTC program in order to insure the principal formulates his/her ROTC policies consistent with those of the U.S. Army.
- Produces and maintains current Standing Operating Procedure (SOP) in order to insure the Army Instructor Cadre and the School Administration are aware of and comprehend the policies, procedures and directives of the U.S. Army, Director of Schools, Director of Army Instruction and the School Principal.
- Insures that all required instruction is presented and meets desired learning objectives.
- Insures that weekly training schedule / lesson plans are prepared for each week of training and that those plans reflect the master training schedule. Submits changes to the Master Training Schedule to the DAI at least two weeks in advance of proposed change.
- Makes certain lesson plans are available for each scheduled period of instruction in order to insure all required instruction is presented and is up-to-date, using Cadet Command Program of Instruction and guidance indicated in Clarksville-Montgomery County Schools JROTC Standard Operating Procedures.
- Insures cadet-grading system meets Army and School requirements and complies with standards contained within the Clarksville-Montgomery County JROTC Standard Operating Procedures (CMCSS JROTC SOP).
- Establishes and maintains an active program of JROTC extra-curricular activities which fulfills the needs and desires of the school's cadets.
- Insures participation in rifle matches, raider and drill meets in order to maintain cadet interest in extracurricular programs and to enhance overall JROTC program.
- Promotes teamwork and leadership development.
- Establishes and maintains an effective safety program.
- Coordinates Instructor availability with scheduled classroom periods and outdoor activities exercises in order to provide for an Army Instructor to be physically present at all indoor and outdoor, curriculum and extra-curricular instruction / training.
- Insures that Instructors are proficient in basic life saving methodology in order to effectively render medical assistance to cadets on an as needed basis.
- Insures that "Risk Management" assessment is accomplished for all cadet-training activities.

- Notifies the School Administration and Director of Army Instruction as soon as possible of any and all training related injuries.
- Establishes and maintains procedures for accomplishing administrative requirements directed by the U.S. Army and the Clarksville-Montgomery County Board of Education.
- Establishes and maintains a filing system, to include suspense files, in order to have required information readily available using procedures contained in AR 25-400-2.
- Maintains an adequate library of Army Regulations, Field Manuals, circulars, pamphlets and instructor / student research material to accomplish mission requirements. May utilize 'on-line' sources.
- Establishes as part of the School JROTC Standard Operating Procedure, a system for cadet promotion, which will give additional responsibility to deserving cadets using inputs from Cadet Chain of Command and Army Instructors.
- Establish as part of the School JROTC Standard Operating Procedure, a system for cadet awards in order to recognize those deserving cadets and will positively affect moral, retention and recruiting.
- Prepares field trip request (to include 'Excursion Request where applicable) and parental permission forms for each activity away from school in accordance with Clarksville-Montgomery County School Board Policy. These forms should be retained on file throughout the current school year.
- Establishes procedures for adequate security of sensitive items and other supplies in order to prevent loss or theft. Procedures should comply with Army Regulations, Directives and the provisions contained in CMCSS JROTC SOP.
- Sets the example regarding personal appearance, to include the wearing of prescribed uniforms and civilian clothing, in order to set the example for the cadets using directives contained in Army Regulations, Policies and the Clarksville-Montgomery County JROTC Standard Operating Procedures.
- Conducts authorized fund raising projects in order to generate additional revenues to support the JROTC program using guidelines established by the Clarksville-Montgomery County Board of Education.
- Performs duties as the Command Supply Discipline Monitor at individual school.

Additional Job Functions

Performs other duties as required in addition to those duties and responsibilities listed in the AR145-2 and AR145-3.

Terms of Employment:

Eleven month year. Salary and work year to be established by the Board.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and current US Army Directives.

Minimum Training and Experience Required to Perform Essential Job Functions:

Must be a retired member of the United States Army in the grade of W-1 through O-6 and meet Certification Requirements contained in Army Regulation 145-2. Not have been retired more than three (3) years at the time of initial employment in a JROTC position. When qualified Officers are not available, Senior Non-Commissioned Officers in the rank of E-9, who possess a Bachelor's Degree may fill the position of SAI with an approved exception to policy from Instructor Management, US Army Cadet Command. Meet the retention medical fitness standards of AR 40-501 and the initial Army procurement table of weight standards contained in AR 40-501.

KNOWLEDGE OF JOB

Considerable knowledge of the policies, procedures, and activities of the school system, and supervisory practices as they pertain to the performance of duties relating to the position. Capability to develop and implement long-term goals. Knows how to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to public education. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public, and other groups involved in the operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising

subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION:

Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to coworkers and assistants.

LANGUAGE ABILITY:

Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE:

Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

VERBAL APTITUDE:

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE:

Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE:

Requires the ability to inspect items for proper length, width and shape visually.

MOTOR COORDINATION:

Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

MANUAL DEXTERITY:

Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

COLOR DISCRIMINATION:

Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT:

Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

PHYSICAL COMMUNICATION:

Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

ATTENDANCE:

A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date