



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **Air Force Junior ROTC Instructor**

Position Type: <b>Certified</b>	Department: <b>School</b>
Salary Schedule: <b>Certified</b>	Location: <b>School</b>
Reports to: <b>Principal</b>	
Term of Employment: <b>10 months</b>	Shift: <b>Day</b>
Approved By: <b>Human Resources</b>	Date: <b>April 30, 2015</b>

### **POSITION SUMMARY:**

Provides guidance to campus cadets and maintains a disciplined and image building unit. Provides direction/instruction to all campus cadets with the goal of creating citizens of character and maintains a positive, disciplined, respected unit around campus, community, state, and the national level.

*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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL FUNCTIONS:**

- Meets and instructs assigned classes in the locations and at the designated times. Assumes and carries out such reasonable and equitable duties as assigned by the principal or designee.
- Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students and follows Air Force JROTC prescribed curriculum/lesson plans.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Prepares for classes assigned, and shows written evidence of preparation upon request of immediate supervisor.
- Encourages students to set and maintain standards of classroom behavior.

- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Implements by instruction and action the district's philosophy of education and instructional goals and objectives.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Seeks the assistance of district specialists as required, special education placement, etc.
- Takes necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Maintains accurate, complete and correct records as required by law, District Policy and administrative regulations.
- Assists the administration in implementing all policies and/or rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Demonstrates an understanding of the curriculum, subject content, and the developmental needs of students by providing relevant learning experiences.
- Plans using the state's standards, the school's curriculum, effective strategies, resources, and data to meet the needs of all students.
- Effectively engages students in learning by using a variety of instructional strategies in order to meet individual learning needs.
- Systematically gathers, analyzes, and uses all relevant data to measure student academic progress, guide instructional content and delivery methods, and provides timely feedback to both students and parents throughout the school year.
- Uses resources, routines, and procedures to provide a respectful, positive, safe, student-centered environment that is conducive to learning.
- Maintains a commitment to professional ethics, communicates effectively, and takes responsibility for and participates in professional growth that results in enhanced student learning.
- The work of the teacher results in acceptable, measurable, and appropriate student academic progress.
- Requires students to demonstrate 21<sup>st</sup> Century skills; critical thinking, communication, collaboration, creativity and technology in every classroom.
- Engages students through activities both inside and outside the classroom.
- Utilizes common core strategies in daily instruction.
- Embeds continuous improvement principles utilizing the Baldrige framework.

- Must meet any additional specific job requirements as indicated by the school.

#### **MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

#### **SUPERVISORY RESPONSIBILITIES:**

- Supervises students.

#### **OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.

#### **CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must have a valid JROTC Arizona teaching certificate.

#### **EDUCATION AND/OR EXPERIENCE:**

- Must be a retired Air Force Officer with 20 or more years of experience.
- Must earn a Bachelor's degree (BA) from a four-year college or university.
- Prior teaching experience preferred but not required.

#### **LANGUAGE SKILLS:**

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.

- Demonstrates the ability to speak effectively before parents, students, civil organizations, and other groups around the campus, the community, the state and at the national level.

#### **MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

#### **REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

#### **PHYSICAL DEMANDS:**

- Must be able to facilitate athletic activities and demonstrate such activities to cadets.
- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- 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.

#### **COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*