

**Texas City Independent School District**  
P.O. Box 1150 Texas City, Texas 77592

**Human Resources**  
(409) 916-0107

**JROTC Instructor**  
Job Description

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**Reports to:** Principal  
**Status:** Exempt  
**Term:** 226 Days

**Primary Purpose:**

Provide students with appropriate in-person and distance or virtual instruction in the core academic subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

**Qualifications:**

Education:

Possess the qualification prescribed by Army regulations to be certified as a JROTC instructor.

Special Knowledge/Skills:

Knowledge of core academic subject assigned

Knowledge of curriculum and instructional best practices for online learning

Strong knowledge of Internet and web-related technology

Ability to instruct students using a variety of technology applications and platforms

Strong organizational, communication, and interpersonal skills

Ability to develop relationships and maintain consistent contact with student, parents, and colleagues

Ability to support students with computer set-up, navigation, and technology issues

Experience:

Service in the United States Army or related work experience

**Major Responsibilities and Duties:**

1. Assist Supervise JROTC cadets, drill teams, rifle teams, color guards, orientation teams and other related extracurricular activities.
2. Assist in the review, organization and implementation of all technical data required to develop a military curriculum.
3. Perform the duties of classroom instruction using the JROTC curriculum.
4. Maintain student records as prescribed by the Department of the Navy regulation and local policies.
5. Supervise and develop summer training for JROTC cadets.
6. Issue and turn in military equipment required in the JROTC program
7. Conduct marksmanship training.
8. Recruit/Retain to maintain program funding status as prescribed by the Department of Defense; at the middle and high school level.

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9. Utilize summer contract hours to plan logistics, calendar, classroom instruction and off-campus activities for the upcoming year; to be presented to the principal and Asst. Superintendent of Curriculum and Instruction or designee; no later than August 1st.
10. Assist campus with the administration of the ASVAB during the Fall and Spring semesters.
11. Develop and maintain a merit/demerit system to reinforce positive behavior for JROTC.
12. Interface with the counselors and campus principal or designee to track and monitor CCMR accountability.
13. Perform other duties as may be assigned.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Personal computer, phone systems, video/instructional equipment, and peripherals [*P.E. teachers: automated external defibrillator (AED)*]

**Posture:** Prolonged sitting 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

**Mental Demands:** Maintain emotional control under stress; work prolonged or irregular hours

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The foregoing 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.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_