

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Junior Reserve Officer
Training Corps (JROTC)

JOB CODE:

DEPARTMENT: Senior High Schools

REPORTING: The District DAI will be a UTD Bargaining Position reporting to the Executive Director and Administrative Director.

BASIC OBJECTIVES

This is a professional position responsible for program management and curriculum compliance of 28 JROTC programs in secondary schools.

JOB TASKS/RESPONSIBILITIES

1. Maintain personnel records of assigned instructors with the school district in accordance with Cadet Command guidance.
2. Responsible for training and administration of all district JROTC instructors.
3. Conduct personnel recruiting as required; screen and recommend applicant for hire.
4. Process and brief newly employed instructors.
5. Represent the schools in matters pertaining to Department of Defense and JROTC Program as required.
6. Maintain personnel status and ensure proper cost-share for all JROTC personnel and all personnel and programs are staffed appropriately.
7. Responsible for ensuring JROTC cadre are properly evaluated and counseled.
8. Interpret and implement new regulations received from government agencies.
9. Ensuring that JROTC programs are meeting the vision of the principals and Superintendent.
10. Organize, coordinate, and direct JROTC activities in the district (drill, Raider, Color Guard, etc.).

11. Conduct school visits to evaluate instruction, integrated-curricular activities, and provide regulatory compliance.
12. Prepare a district budget, school and DOD provided budgets, with support from the reporting chain in the District Office.
13. Serve as JROTC Cadet Leadership Challenge (JCLC) Commander as necessary.
14. Enforce contractual agreement for school district and Department of the Army/Defense.
15. Ensure instructor vacancies are identified, advertised and filled and ensure staffing meets obligatory requirements.
16. Review and provide recommendations to improve the Program of Instruction.
17. Compile, review, and submit required reports to Cadet Command.
18. Conduct department meetings and present professional or in-service training. Monitor instructors' professional development ensuring they receive and meet training and professional development requirements.
19. Control budget and logistical aspects of the District JROTC program.
20. Establish, instill and enforce program standards and set the example for program development.
21. Maintain involvement in the school community by attending social events, athletic contests, PTA, and faculty meetings. Visit all JROTC programs within the district at least monthly.
22. Observe both school district and military chain of command.
23. Coordinate pay matters, through the district administrative chain of command, with respective Services and the School Board Department of Wage and Salary.
24. Ensure adherence to good safety procedures.
25. Follow federal, and state laws, as well as School Board policies.