

Senior Army Instructor (SAI) Functions and Responsibilities

The Senior Army Instructor (SAI) is the department chairperson and chief instructor of the JROTC unit. ***Candidates for this position must possess at least a BA/BS degree and must also be certified by US Army Cadet Command.***

The SAI will perform the following functions and responsibilities:

- Manage and conduct the JROTC unit according to school rules, regulations, and policies.
- The SAI will advise school authorities on policy and regulation changes.
- Maintain good relations with school authorities, faculty, and the student body.
- Conduct a public affairs effort in the local area middle and elementary schools, among school and community officials, civic groups, parent-teacher groups and other individuals or groups, designed to further the understanding of JROTC, the school and the Army
- Enroll students in JROTC and support school officials while executing the curriculum and the integrated extra-curricular activities.
- Prepare weekly training schedules.
- Maintain contact with parents of all Cadets experiencing academic or behavioral problems.
- Ensure JROTC unit areas are neat and orderly; current chain of command photos, Cadet creed, core abilities and mission statement are present; and all sensitive items are secured.
- Ensure instructors share teaching responsibilities. No instructor is exempt from teaching a fair-share of the (Leadership Education Training) LET Curriculum. Instructors should teach by expertise and preference in subject areas, rather than strictly by LET levels. SAs are responsible for teaching the JROTC curriculum.
- Maintain a current copy of DA Form 3126 and/or DA Form 3126-1, a completed service-learning checklist/rubric, a current copy of a bond/insurance certificate, and required JUMS reports.
- Maintain accountability of all equipment, including items requiring formal accountability informal accountability (i.e., clothing) and durable items costing \$5,000 or less (i.e., automation, computers, audiovisual), but still requiring property accountability.