

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

Job Title: Director of Army Instruction (DAI) **Department:** Instruction

Job Description

Date Reviewed: July 2021

Reports To: Director of High Schools
Commander 7th BDE, USACC

Grade: 502

Calendar: 12 Month

Purpose of Job

In addition to those duties and responsibilities listed in Cadet Command Regulation 145-2 (CCR), the DAI is responsible to the Director of High Schools as follows: Directs, coordinates and supervises the U.S. Army Junior Reserve Officer Training Corps (JROTC) Programs across all seven (7) high schools within the Clarksville-Montgomery County School (CMCSS) in accordance with the regulations, policies and directives of the U.S. Army and CMCSS to ensure the accomplishment of the JROTC Mission; To Motivate Young People to be Better Citizens.

The DAI is also responsible to the Commander, US Army Cadet Command for insuring compliance of appropriate US Army Regulations as contained in the contractual agreements between the school system and the US Army.

Essential Duties and Responsibilities:

Director of Army Instruction (DAI) Functions and Responsibilities

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

- The DAI is the chief administrator and instructional leader of multiple JROTC units. A DAI will not serve in the capacity of DAI and Senior Army Instructor (SAI) simultaneously. All Army JROTC personnel employed by the school system will be directly under the DAI's supervision. The DAI is the overall JROTC leader in all matters pertaining to JROTC administrative duties and responsibilities, as well as quality of classroom instruction and co-curricular activities. A key DAI role is instructional leader.

- DAIs will maintain personnel records of assigned instructors within their school district. DAIs will submit actions regarding these documents as required by USACC. Records will include actions such as contracts, school evaluations; hire letters, probationary letters, Body Fat Worksheets (BFWs), SIRs, invitational travel orders and other personnel actions related to JROTC.

- DAIs are also responsible to ensure SAIs and Army Instructors (AI) receive district training in the administration of the curriculum. They will assess classroom instruction using the JROTC Coaching Rubric at Appendix E of CCR 145-2 and assist instructors in developing the skills they need to become master instructors. The DAI relieves the SAI/AI of as many logistical and administrative duties as practical.

- Function as department chair/director for multiple JROTC units.
- Organize, develop, and administer JROTC in the school district.

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- Represent the school district in matters pertaining to the Department of the Army and JROTC, as required. Serve as a strong advocate for JROTC at the state and national levels.
- On behalf of the district and the Army, administer the JROTC Programs in accordance with appropriate laws, regulations, and policies.
- Serve as a certified interviewer for potential applicants who are seeking qualification a JROTC Instructor, Operations Officer or Military Property Specialist.
- As required, recruit, recommend, and coordinate the hiring of instructors for all 7 programs.
- As required, coordinate and submit all Instructor Hire Letters/Packets on behalf of the District and coordinate all hiring actions with the Human Resources (HR) Department. Plan, coordinate with HR and the Professional Development Department the onboarding of new hires as well as the district-level JROTC Program orientation and initial training sessions.
- Develop and direct the annual submission of the District's DA Form 2767s (Annual JROTC instructor contracts) for all CMCSS personnel.
- Monitor, update and maintain the District's JROTC Program data that resides in the Army's JROTC Information Management System (JCIMS).
- Develop/maintain an order-of-merit list for attending professional development courses. Ensure instructors attend required USACC training and district professional development seminars. Monitor and manage all Distant Learning Professional Development requirements.
- Maintain instructor status/records used for the Army salary reimbursement and employment status. Notify USACC Instructor Management Division to terminate cost-share for personnel no longer employed in the district.
- Provide SAIs initial performance counseling and monitor school evaluations through the JPA Instructor Portfolio reviews. Mentor all instructors in the district. Assess the instructional performance of at least one instructor per school each year using the JROTC Coaching Rubric.
- Maintain liaison with USACC to ensure current regulations, policies, and procedures are available and disseminated.
- Coordinate with SAIs to prepare district responses to all correspondence received from USACC.
- Interpret and implement new regulations received from military agencies.
- Prepare and maintain administration and support reference materials required to be available in the district by law and regulations.
- Develop and maintain a District-level JROTC Web Site and assist in the development and monitoring of 7 school-level JROTC web sites to support information sharing and communications with all stakeholders.
- Interpret data from the Army and other agencies that impact the District's JROTC Programs.
- Coordinate with USACC Public Affairs Office to release District JROTC news items.
- Lead, organize, coordinate and assist schools in planning and executing JROTC co-curricular activities, to include: Robotics/Drones/Drill/Rifle/Raider/Staff Rides/academic competitions, community service and service learning projects, awards/retirement ceremonies, military balls, JCLCs, and other activities. Develop and implement additional JROTC district and state wide competitions and programs.
- Confer with principals on the effectiveness of their JROTC Programs. Develop and coordinate plans to improve programs to meet the needs of the school and the community.
- Develop and maintain a consolidated supply operation for all Army JROTC units in the district, accounting for all government and district property issued to the units.
- Maintain files and recommend schools for probation; monitor disestablishment procedures, and, if applicable, requisition curriculum materials for existing and newly established units.
- Plan, coordinate and execute funding, transportation and all logistics support for the District's participation at the Annual JROTC Cadet Leadership Challenge. Annually, plan all logistics and support to deploy one fully manned JCLC committee in support of the Rafting Site.

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- Conduct research, evaluation and follow-up studies to emphasize areas of success and to determine areas in need of special attention.
- Enforce contractual agreements between the schools/district and the Army. Ensure the schools/district supports course-equivalent credit, and college credit for Dual Enrollment courses to the fullest extent possible.
 - Ensure instructor vacancies are advertised within the school district and coordinate the announcements of vacancies on the JROTC web portal. Continually review/monitor program staffing to support enrollment and achieve optimum manpower and funding. Report any contract changes to USACC.
 - Recommend changes and provide suggested solutions to the LET Program of Instruction (POI). Request curriculum materials and distribute equitably among units.
 - Assure preparation of the master curriculum plans (MCPs) and master training schedules (MTS) from each school/program; consolidate and forward to higher headquarters. Ensure SAIs' develop school-wide MCP/MTSs to meet all core/elective course requirements per LET Level.
 - Collect/Review annual Unit Reports, Opening Enrollment Reports, Intentions of Graduates Reports and Program Assessment Rating Tool (PART) Reports.
 - Submit good news stories to higher headquarters (Program/Cadet Monthly Story Boards).
 - Provide school officials and units guidance before and after JPA/Accreditation Visits and inspections. Ensure instructors include Cadets in preparing for JPA Visits/inspections and are involved in the after-action evaluation of their results. Develop annual JPA Plans and schedules. Include participation of the APSU Senior ROTC Program in all formal JPA activities.
 - Conduct department meetings and present professional or In-Service/PD training as needed.
 - Control and execute both the US Government and District JROTC budgets and manage all logistical aspects of the JROTC program. Provide input to higher headquarters for budgets.
 - Request transportation and mission support funding through USACC as required to support all 7 schools, and within budget allocations.
 - Monitor monthly instructor pay/ETF reports and reimbursement for the school district.
 - Prepare and execute an annual JROTC district budget.
 - Establish, instill and enforce JROTC standards.
 - Maintain involvement in the school community by attending social events, athletic contests, and faculty meetings. Visit schools in the district on a monthly basis and provide guidance as needed.
 - Observe and support the military and school chains of command.
 - Coordinate, plan and execute the requisition and issuing of the annual JROTC Cadet Awards for all 7 Programs (civic/veteran awards).
 - Develop, coordinate, plan and implement District Procedures for enrolling Homeschooled students into the CMCSS JROTC Programs.
 - Engage, coordinate and partner with the Tennessee Department of Education in shaping the State's College and Career Readiness framework to include the inclusion of ASVAB testing and awarding EPSO credit for JROTC coursework.
 - Engage, coordinate and partner with the Department of Education in sustaining JROTC as an academic pathway under the Leadership in Government CTE Program of Study.
 - Engage, coordinate and partner with the Department of Education in establishing/sustaining JROTC as a Certified Tennessee CTE Pathway.
 - Develop, coordinate, establish and sustain JROTC Dual Enrollment Program(s) for all 7 High Schools, whereby enrolled students earn college credits, EPSOs and obtain national certifications.

Minimum Training and Experience Required to Perform Essential Job Functions:

Must meet the specific qualification criteria outlined in USACC Regulation CCR 145-2 (dated 1 February 2012).

Applicants must be interviewed and approved by USACC. The Director, JROTC reserves the rights to waiver any or all requirements in part or whole. Applicants must have at least two years' experience as an SAI and be in the grade of O-5/O-6. Applicants must meet the eligibility, qualification and certification standards per CCR 145-2.

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

Director of Army Instruction (DAI)

Date

Date