

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

**Job Title:** Senior Army Instructor (SAI)

**Department:** Instruction

**Calendar:** 11 Months

**Job Description**

**Date Reviewed:** OCT 2019

**Reports To:** Building Principal and  
Director of Army Instruction  
U.S. Army-CMCSS

**Purpose of Job**

Directs, coordinates and supervises the U.S. Army Junior Reserve Officer Training Corps (JROTC) Program in the high school to which assigned in accordance with the laws, policies and directives of the U.S. Army, the Clarksville-Montgomery School System, Director of Army Instruction and the School Principal to insure that all program objectives are met.

**Senior Army Instructor (SAI) Functions and Responsibilities.**

The SAI is the department chairperson and chief instructor of the JROTC unit. The SAI is therefore responsible for the overall management of the JROTC unit at the school. The SAI will:

- 1) Perform all specified tasks and job responsibilities as prescribed in Cadet Command Regulations; 145-2 and 145-8-3. Insures that the school's JROTC program is managed in accordance with the Department of the Army and the Clarksville-Montgomery County School System policies and regulations. The SAI will advise school authorities on policy and regulation changes as appropriate.
- 2) Read and review all correspondence received from Cadet Command headquarters, Director of Army Instruction and the school Principal to determine administrative, fiscal, operational and logistical impacts on the individual JROTC program.
- 3) Inform the School Principal of Army regulations, policies, directives and procedures affecting the operation of the JROTC program in order to insure the Principal formulates his/her JROTC policies consistent with those of the U.S. Army.
- 4) In coordination with the Principal, the SAI will establish standard operating procedures (SOP) relating to the administration, control, and training of JROTC Cadets. These procedures will cover the standards of cadet conduct, behavior, appearance, academic grading, discipline, participation expectations, extracurricular activities, as well as the appointment, promotion, and demotion of Cadet Officers and noncommissioned officers. The SOP will be approved by the school Principal.
- 5) Maintain good relations with school authorities, faculty, and the student body.
- 6) 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.
- 7) Enroll students in JROTC and support school officials while executing the curriculum and the integrated extra-curricular activities.
- 8) Prepare the Annual JROTC Master Training Schedule and weekly training schedules. Insure that all required instruction is presented and meets desired learning objectives/clear targets.
- 9) Insure lesson plans are available for each scheduled period of instruction in order to insure all required instruction material is presented, and is up-to-date using the Cadet Command Program of Instruction, Curriculum Manager and guidance as directed by Cadet Command and the Director of Army Instruction. Coordinate Instructor availability with scheduled classroom periods and outdoor activities

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in order to provide for an Army Instructor to be physically present at all curriculum instruction and extra-curricular activities.

- 10) Insure a cadet-grading system is established that meets both Army and School requirements.
- 11) Establish and maintain an active program of JROTC extra-curricular activities which fulfills the needs and desires of the school's cadets. Insure 100% cadet participation in the National Essay Competition. Maintains cadet interest in extracurricular programs and enhance the overall JROTC program through planning, coordinating and supporting Academic and Leadership Bowl Competitions, Marksmanship, Raider, Robotics and Drill Competitions.
- 12) Lead all planning, coordination, preparation, execution and recovery of the school's JROTC Cadet Leadership Challenge (Summer Camp) activities.
- 13) Promote teamwork and leadership development, and continuous improvement through completion of all required and directed US Army professional development resident and Distant Learning courses, Annual Training, as well as TN State Certification for teaching High School Personal Finance.
- 14) Establish and maintain an effective safety program. Insure that appropriate "Risk Assessments" and "Risk Mitigation" steps are accomplished for all cadet training activities. Notifies the School Administrators and the Director of Army Instruction of all cadet injuries.
- 15) Maintain contact with parents of all Cadets experiencing academic or behavioral problems.
- 16) Ensure JROTC unit areas are neat and orderly; display current chain of command photos, Cadet Creed, JROTC Core Abilities and the JROTC mission statements are present.
- 17) Ensure instructors share teaching responsibilities. No instructor is exempt from teaching a fair-share of the LET POI. Instructors will teach by expertise and preference in subject areas, rather than strictly by LET levels. All instructors (SAI/AIs) are responsible for teaching the JROTC curriculum.
- 18) 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.
- 19) Maintain a JROTC Supply Room and accountability of all equipment, IAW AR 710-2, and as directed by the DAI Office, including items requiring formal accountability (i.e., air rifles), informal accountability (i.e., clothing) and durable items costing \$5,000 or less (i.e., automation, computers, audiovisual). Failure to properly account for government property could result in pecuniary liability or adverse action.
- 20) Establish and maintain a filing system, to include suspense files, in order to have required information readily available. Responsible to fully employ, manage and train all AI's and selected cadets to operate the JROTC Unit Management System (JUMS), and the JROTC Command Information Management System (JCIMS).
- 21) Maintain an adequate library of Army Regulations, Field Manuals, circulars, pamphlets and instructor/student research material to accomplish mission requirements. Leverage 'on-line' sources as appropriate.
- 22) Prepare field trip requests (to include "Excursion Requests" where applicable) and parental permission forms for each activity away from school in accordance with Clarksville-Montgomery County School Board Policy. These forms will be retained on file throughout the current school year.
- 23) Establish procedures for adequate security of issued US Government equipment and other CMCSS supplies in order to prevent loss or theft. Procedures will comply with Army Regulations, Directives, and guidance issued from 7<sup>th</sup> Brigade and the CMCSS DAI Office.
- 24) Set the example regarding personal appearance, to include the wearing of prescribed uniforms and civilian clothing, in order to set the example for the cadets. Army Regulations and Policies and all Cadet Command Regulations regarding uniform wear will be followed.
- 25) Conduct authorized fund-raising projects in order to generate additional revenues to support the JROTC program using guidelines established by the Clarksville-Montgomery County Board of Education, and CCR 145-2.
- 26) Perform duties as the JROTC Command Supply Discipline Monitor at the individual school.

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**Additional Job Functions**

Support Teaching Dual Enrollment Opportunities

**Terms of Employment:**

This position covers an 11 month contract period supporting the planning, coordination and execution of all JROTC Program requirements to include the annual JROTC Cadet Leadership Challenge, directed USACC professional development and summer training conference activities. Salary will be calculated based on the Minimum Instructor Pay (MIP) computations set for by US Army Cadet Command.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and current US Army and Cadet Command Regulations.

**Minimum Training and Experience Required to Perform Essential Job Functions:**

Must be a retired member of the United States Army in the grade of W-1 through O-6 and meet Certification Requirements contained in Cadet Command Regulation (CCR) 145-2, and not have been retired more than three (3) years at the time of initial employment in a JROTC position. When qualified Officers are not available, Senior Non-Commissioned Officers in the rank of E-9, who possess a Bachelor's Degree, may fill the position of SAI with an approved exception to policy from Instructor Management, US Army Cadet Command. Meet the retention medical fitness standards and height/weight standards as prescribed in AR 40-501 and 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 is required. Must possess the capability to develop and implement short, mid and long-term goals. Applicant must be capable of monitoring changes in statutes, policy, procedures and methods as they pertain to public education and the JROTC Program. Applicant must be capable of effectively communicating and interacting with subordinates, supervisors, members of the general public, and other groups involved in the operation of the school system. Applicant will be required to collect and analyze information and write reports in a concise, clear, and effective manner. Applicant must possess excellent organizational, management, interpersonal, and technical skills. Applicant is expected to exercise 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.

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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.

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Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date