

JROTC Operations Officer

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM CLARKSVILLE, TENNESSEE JOB DESCRIPTION

Job Title: JROTC Operations Officer

Department: Instruction

Calendar: 10 months

Job Description

Date Reviewed: August 2018

**Reports To: Director of Army
Instructions**

Purpose of Job

The purpose of this classification is to manage, coordinate, monitor, and evaluate all aspects of JROTC operations and training, including security, safety, publications, and instruction for the purpose of conducting JROTC programs in the host high schools under the purview of the Montgomery County School System.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Assists the Director of Army Instruction in oversight of all CMCSS JROTC operations and training and provides administrative and clerical support to all Programs.

Prepares all annual, quarterly and monthly reports to USACC in order to provide requested information to higher headquarters and our support installation (Ft Knox KY).

Prepares and monitors all USACC Budget submission requirements, reconciliations and forecasts.

Prepares Annual CMCSS JROTC Briefings for USACC and CMCSS.

Develops and maintains the CMCSS JROTC web site. Establishes, maintains and develops new CMCSS JROTC Social Media accounts.

Assists in developing, designing and editing of Annual CMCSS JROTC Program Information pamphlets, briefings and informational WHITE papers.

Monitors status, submission and evaluates all required Cadet Command JROTC annual reports using JUMS/JCIMS, or other applicable reporting systems. Reports include: Opening Enrollment, Disposition of Gradates Reports, PART Report and Annual Unit Reports.

Per CCR 145-2, 145-8-3, maintains a current library (digital and hard copy as necessary) of required field manuals, Army regulations, instructional material, and other supporting

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documentation by posting changes and keeping the publications account active. Insures all library requirements will be web-linked to the CMCSS JROTC Web Site.

Maintains and keeps a current copy of all JROTC curriculum materials (hard copy and digital), conducts annual inventories and ordering of curriculum and curriculum manager updates.

Develops District level, regional and state-wide JROTC Robotics Team training and competitions. Develops and documents all planning, logistic and budget requirements and issues orders, memorandums and communications as required to support the JROTC/STEM initiatives and programs.

Maintains the JROTC Google Drive in insure full access to the JROTC Digital Curriculum. Develops and supports all aspects of Blended Learning initiatives at the school/Program level.

Performs duties and responsibilities as the Alternate US Army Government Purchase Card Billing Official (BO). Attends all qualification training and distant learning training in order to obtain and sustain BO credentials.

Supports and develops the annual JROTC Program of Accreditation (JPA) Visit and Staff Assistance Visit (SAV) schedules in accordance with all applicable Cadet Command Regulations, policies and guidance. Conducts coordination with Austin Peay, Central Office, USARC, 7th Brigade and other agencies as required to support the planning and execution of the JPA/SAV schedules. Produces, evaluates and maintains applicable files supporting the JROTC Program of Accreditation Regulation for the DAI office and each of the 7 JROTC Programs in CMCSS.

Orders, receives, reproduces, and distributes instructional and promotional material as required.

Develops JROTC Branding campaigns and products to enhance classroom instruction and to promote the JROTC Programs in CMCSS.

Performs other administrative and clerical duties as directed and in support of the DAI Office responsibilities as prescribed by all Cadet Command JROTC regulations, policies and procedures (CCR145-2 and CCR 145-8-3).

Recommends and develops CMCSS policy/procedures for and monitors execution of all JROTC operations and training.

Develops, refines and maintains the CMCSS JROTC Standard Operating Procedures (SOP).

Supports the planning, coordination and execution of co-curricular events by developing, staffing and requesting logistics, transportation, lodging and fiscal support from 7th Brigade and Cadet Command Headquarters. Develops and maintains a request/receipt and payment tracking and management system for all US Government OMA reimbursements to CMCSS.

Manages and coordinates all CMCSs Red River Brigade (RRB) JROTC competitions. Monitors and evaluates all hosted JROTC competitions. Produces the annual CMCSS JROTC Red River Brigade competition schedules and the DAI office hosted events, to include; the RRB Drill Championships, the RRB Rifle Championships, the CMCSS PT Fitness Challenge, The TN State Rifle/Robotics Team Championships, and the CMCSS Academic and Leadership Challenge and Robotics competitions.

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Coordinates and evaluates Veterans Day Parade activities, Physical Training/Cadet Challenge and maintains the CMCSS Cadet Challenge Database.

Coordinates with APSU for ROTC Scholarship Briefings to all CMCSS Programs. Coordinates with APSU and schools for cadets attending the APSU Cadet for a Day Program.

Plans, coordinates all lodging, transportation, logistics and manning for the annual CMCSS JCLC requirements (JROTC Summer camp for 120 +/- Cadets). Coordinates all critical supplies/logistics and transportation assets with commercial vendors and Ft Campbell to support the National JROTC Summer Camp.

Develops annual JROTC Awards Program matrix and submits Award letter requests to appropriate National, Civic and fraternal organizations (100 + Awards). Orders and tracks all end-of-year Cadet and Instructor Awards.

Acts as the CMCSS JROTC Safety Manger. Manages, coordinates, monitors, and evaluates all adventure training, conducts risk assessment and risk mitigation as required/appropriate. Monitors Leadership Reaction Courses/Confidence & Obstacle Course design, development, and operations. Assists in developing CMCSS JROTC Leadership Centers of Excellence Facilities Instructor Qualification and Training, Certifications, Inspection Guides and SOPs.

Acts as Security Manager for the CMCS JROTC Program. Manages, coordinates, monitors, and evaluates all security requirements for the DAI Office and all JROTC Departments.

As directed, supports and coordinates Service Learning and Community Service opportunities and activities for all CMCSS Programs.

Coordinates, submits and monitors, all JROTC Annual Master Training Schedules, and weekly Calendars. Develops Academic and STEM competitions, field trips and Historical Staff Rides in support of CMCSS JROTC Programs.

In support of the CMCSS JROTC MPS, assists in ordering and the distribution all required JROTC curriculum materials and supplies. Maintains currency on the use of all JROTC classroom technology. Maintains currency of knowledge and supply of JROTC POI and Lesson Plans and supporting instructional devices.

Assists the CMCSS MPS in maintaining the JROTC Publication Account for the DAI Office.

Monitors and evaluates the adequacy of JROTC facilities. Ensures all required display items are available, displayed and on-hand (Cadet Creed, Core Abilities, Chain of Command, NCO Support Chain, JROTC Mission Statement, etc.). When required – submits orders through the MPS for re-supply or initial issue.

Monitors and evaluates Cadet Regiment and Battalion organizations and teams at each host high school.

Adheres to the Code of Ethics of the Tennessee Education Association.

Attends and maintains all JROTC Instructor professional development, training, educations and qualifications as directed by CCR 145-2 and as directed by the CMCSS Director of Army Instruction. Attends annual Brigade Leadership/Instructor Conferences, JCLC, and Cadet-

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Command Directed events. Assists in developing local CMCSS Professional Development sessions, Training and In Service activities.

Serves and performs duties as the primary CMCSS JROTC DAI Office PLAN Administrator.

Performs enrollment, retention, graduation and academic performance analysis utilizing all Army, district and state resources.

As directed, attends all national competitions where CMCSS Cadets compete. Supports the planning and execution of all trip activities and logistics.

Additional Job Functions

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor degree or above required; USACC Certification as an Army Junior ROTC Instructor required; retired from the U.S. Army in the grade of Master Sergeant (E-8) or above preferred; minimum of two (2) years' experience as an Army JROTC Instructor in a school/district required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must possess operational familiarity and have the ability to master the operations and functionality of the Army's JUMS, JCIMS and Curriculum Manager programs. Must be willing to attend training to further develop the skills, knowledge and ability to operate as the district's subject matter expert.

(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 sedentary 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, or 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. This includes giving assignments and/or directions to co-workers or assistants.

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LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of JROTC Operations Officer. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. 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 complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of JROTC Operations Officer.

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 utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

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 equipment and .

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency .

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.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and transportation practices as they pertain to the performance of duties relating to the job of .
Has general knowledge of JROTC Operations Officer practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a

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concise, clear, and effective manner. Have good organizational, human relations and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

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

Date

Date