

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

**Job Title:** Army Instructor (AI)

**Department:** Instruction

**Job Description**

**Date Reviewed:** January 2015

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

**Purpose of Job**

In addition to those duties and responsibilities listed in Cadet Command Regulation (CCR) 145-3, and CCR 148-3, the AI is responsible to the Director of Schools and to the Director of Army Instruction as follows: Instructs Junior Reserve Officer Training Corps (JROTC) cadets utilizing Cadet Command Program of Instruction and required supplemental materials in accordance with weekly training schedule / lesson plans. Performs extra-curricular instructional duties and administrative / logistical requirements as prescribed which do not conflict with the primary, operational and academic mission of JROTC.

**Essential Duties and Responsibilities:**

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

Maintains Instructor standards and other qualifications, in addition to knowledge of academic course material, as expected by the U.S. Army for those instructions in the JROTC program.

Demonstrates positive personality, physical appearance and condition, bearing and neatness in order to maintain favorable representation of the JROTC program and the Army in daily contact with the academic and civilian community.

Demonstrates professional ability to challenge, motivate and positively influence young men and women in order to develop their leadership ability, self-reliance, self-confidence, responsiveness to constituted authority, moral attributes and attributes of good citizenship and patriotism.

Presents academic instruction to cadets so as to meet desired learning objectives.

Presents periods of instruction in accordance with lesson plans contained in the Cadet Command Curriculum Manager and Instructor Manual in order to insure lesson objectives are understood and presented in appropriate order.

Maintains presence in classroom and outside training areas, when students are present.

Sets the example regarding personal appearance, to include the wearing of prescribed uniforms and civilian clothing, in order to set the example for the cadets using directives contained in Army Regulations, Policies and the Clarksville-Montgomery County JROTC Standard Operating Procedures.

Conducts 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.

Performs duties as the Military Property Specialist at individual school working in conjunction with the CMCSS Military Property Specialist to insure accountability and requisitioning of U.S. Government Equipment.

**Additional Job Functions**

Performs other duties as required.

**Terms of Employment:**

Effective 1 January 2015, the Army will cost-share newly hired instructors for 310 days, which includes 10 days for summer training events and logistical requirements. Salary will be consistent with CCR 145-3 Minimum Instructor Pay computations.

**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 Directives.

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

Must be a retired member of the United States Army in the grade of E-7 through E-9 and meet Certification Requirements contained in Army Regulation 145-2, and Cadet Command Regulation (CCR) 145-3. Warrant Officers in the grade of W-1 through W-5 who meet certification requirements may also be hired to perform Army Instructor duties. Not have been retired more than three (3) years at the time of initial employment in a JROTC position. Individuals hired as Army Instructors who do not possess a minimum of an Associate's Degree, will have five (5) years from date of hire to complete the requirements for an Associate's Degree from an Accredited University. Meet the retention medical fitness standards of AR 40-501 and the initial Army procurement table of weight standards contained in AR 40-501.

**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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date