

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Human Resources Division

Class Description  
**SENIOR INSTRUCTOR, JROTC**

**Job Purpose**

Receives administrative and functional direction from the principal of the school to which assigned; maintains appropriate policies and procedures for the JROTC Program relative to the District-wide JROTC programs; oversees the implementation of the JROTC program at an assigned high school; supervises the work of personnel assigned to assist with instruction, organization, and operation of the school's JROTC program.

**Functions**

Essential Functions

1. Teaches classes in Citizenship in Action; Leadership Theory and application; Foundations for Success; Wellness, Fitness, and First Aid; Geography and Map Skills; Environment Awareness; American History and Government; Physical Fitness; drill; and command in a JROTC program, and other classes for which appropriately credentialed, according to approved courses of study and at a rate and level commensurate with established expected student progress.
2. Provides leadership as department chairperson of a JROTC program.
3. Maintains liaison with appropriate Military commands, which provide support and direction to the JROTC program.
4. Selects, instructs, and supervises cadets who are utilized for traffic control, civil defense, first aid, and for regulatory purposes proposed by the school administration.
5. Supervises JROTC units when participating in parades, ceremonies, and as color guards.
6. Counsels' students with regard to scholarships, career opportunities, and other aspects of the program.
7. Maintains proper control and a suitable learning environment in assigned classes; cooperates with the school administration and staff in providing such control and environment in buildings and on the grounds.
8. Prepares required reports and special reports as requested for the JROTC program.
9. Maintains policies and procedures related to the District-wide JROTC program.
10. Evaluates the performance of subordinate personnel.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent which are registered with the Office of the Los Angeles County Superintendent of Schools and which are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned in accordance with the District-UTLA Agreement.

**Qualifications**

Education

An earned bachelor's degree from a regionally-accredited college or university.

Experience

Must be a military officer in grade O6 or below who has retired with 20 or more years of active service.

### Credentials

A California Designated Subject Special Subjects Teaching Credential authorizing service as an instructor in a Reserve Officers Training Corps program must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.

### Knowledge, Skills, Abilities, and Personal Characteristics

1. Proficiency in the areas of basic military theory, military drill, first aid, and leadership command.
2. Understanding of the physical, intellectual, social, and emotional growth patterns of students.
3. Leadership ability in planning and improving a school's JROTC program.
4. Ability to organize and teach a comprehensive program of JROTC training.
5. Ability to properly use and to care for the materials, supplies, and equipment employed in conducting JROTC program.
6. Facility in oral and written communication.
7. Proper military bearing, appropriate appearance, and cleanliness.
8. Appropriate manner including poise, tact, good judgment, and commitment to the education of students; capacity to work effectively with students, parents, District personnel, and community representatives.

### Health

Physical and mental fitness to engage in teaching service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and freedom from active tuberculosis pursuant to Education Code Section 49406.

### Special Requirements

1. Must secure and maintain the necessary government security clearances.
2. Must be approved for employment by the appropriate military department.
3. Must have a valid California Driver License and the use of an automobile.
4. Must secure and maintain the current United States active-duty services uniforms.
5. A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

*NOTE: This is a Special Services Salary (D) Table classification.*

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

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