

PINON UNIFIED SCHOOL DISTRICT NO. 4

JOB DESCRIPTION

Position Title: JROTC Liaison

Terms of Employment: 10 Months

Salary: Grade 12

FLSA Status: Non-Exempt

Benefits: Standard Package

QUALIFICATIONS:

1. At least five years successful experience in the United States Army.
2. An honorable discharge from the United States Army.
3. A high school diploma or higher.
4. Demonstrated aptitude and competence for assigned responsibilities.
5. Attained the rank of Sgt. in the United States Army (E5).
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
7. Must have proven successful employment record.

JOB GOAL: To enable all students to benefit from their educational opportunities to the fullest by eliminating, as far as possible, those problems that prevents or interferes with student learning in the JROTC program.

DUTIES AND RESPONSIBILITIES:

1. Assists in the coordination of all activities of the JROTC team.
2. Serves as an advisor to all students assigned to the JROTC program.
3. Assists in planning an individualized approach to the learning problems of students served by the JROTC program.
4. Works with individual students in devising sequences of educational experiences that may be expected to lead the students to achievement of their specified goals.
5. Serves as a resource person to students pursuing individual learning programs.
6. Assists the JROTC team in arranging for and coordinating off-campus learning experience for students, and accompany students engaged in off-campus activities.
7. Meets regularly with students assigned for the purposes of encouraging and evaluating their performance in the JROTC program.
8. Assists by being available to students and parents for conferences outside the instructional day when requested to do so.
9. Attends staff meetings and serves on staff committees as required.
10. Works to resolve conflicts smoothly, promptly, efficiently, effectively, painlessly, and as justly and consistently as possible.
11. Anticipates and moves to remedy potential problems involving students before they manifest themselves overtly.
12. Participate in daily and long-range lesson and classroom activity planning.
13. Conducts learning exercises with small groups of students as directed.
14. Provides escort assistance to students as necessary.
15. Assists in maintaining individual records for each student as directed.
16. Assist with the supervision of students during activities inside and outside the classroom.
17. Works with individual students or small groups of students to reinforce learning materials or skills initially introduced by the JROTC staff.
18. Assist the JROTC instructors in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.

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- 19. Operates and cares for equipment used in the classroom for instructional purposes.
- 20. Assists students to master equipment or instructional materials assigned by the JROTC staff.
- 21. Guides independent study, enrichment work, and remedial work as assigned by the JROTC staff.
- 22. Assists with the supervision of students during emergency drills, assemblies, team drills, and field trips.
- 23. Assist students with their uniforms.
- 24. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of a fully licensed teacher.
- 25. Participates in staff development programs as assigned.
- 26. Completes other duties as assigned.

REPORTS TO: **High School Principal**

EVALUATION: **Performance will be evaluated in accordance with the Governing Board Policy on Evaluation of Support Services Personnel.**

Employee's Signature: _____

Date: _____