

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Junior ROTC Instructor/Senior Army Instructor

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: 12 months, 8 hours per day.

JOB GOAL: Function as one of a team of instructors to high school aged students and/or as Senior Army Instructor directing program and evaluating all other JROTC instructors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor.

1. Successfully execute the full range of classroom duties to include but not limited to:
 - A. Instruct prescribed curriculum
 - B. Conduct administrative and support preparations.
 - C. Classroom management
 - D. Cadet counseling
2. Be readily available to conduct non-military and military special team training and event support after normal duty hours as prescribed by the Senior Army instructor.
3. Serve as a contributing and supportive team member of instructors utilizing the traditional military organization model.
4. Represent the US Army and Nye County School District in the classroom and the community.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Ability to meet all requirements set forth by the US Army.
2. Ability to professionally lead, motivate and influence young men and women to learn and develop leadership, self-reliance and discipline, responsiveness to constituted authority, and attributes of good citizenship and patriotism.
3. Knowledge of course subject matter and demonstrated ability.
4. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
5. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
6. Recognizes and reports hazards, and conforms to safety standards as prescribed.
7. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
8. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

POSITION REQUIREMENTS

Education, Training, and Experience:

1. High School Diploma or equivalent

Licenses and Certifications:

1. Valid Nevada Driver License

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. NCS D Pre-Employment Drug and Alcohol Testing Program

WORK ENVIRONMENT:

Strength: Sedentary/light-exert force 10 to 25 lbs., occasionally or a negligible amount of force to lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities. Requires mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time.

Vision: May require frequent near acuity to read printed materials, VDT screens and/or other monitoring devices.

Environmental Conditions: Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild to moderate. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, blood borne pathogen incidents, chemicals (as related to specific assignment).

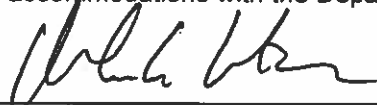
Working Conditions: Office or suitable workspace with desk, telephone, computer, and supplies necessary to carry out functions of position description.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 
Superintendent

3-22-17
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____