ROTC TEACHER

PRIMARY FUNCTION:

The position of ROTC Teacher, under the supervision of the High School Principal and/or designee, is responsible for the delivery of instruction and supervision of ROTC Cadets; ensures program objectives are met; all equipment, materials, supplies, and requisitions received, are maintained, accounted for, and in accordance with District regulations, policies, and ROTC regulations

DIRECTLY RESPONSIBLE TO: Site Administrator and/or Designee

ASSIGNED RESPONSIBILITIES:

1. Teach the prescribed ROTC Curriculum.
2. Instruct in military drill.
3. Counsel students in the ROTC program.
4. Write/Update lesson plans for the ROTC curriculum and other lesson preparation requirements.
5. Requisition all government furnished equipment (includes uniforms, training aids, books, drill rifles, air rifles, and organizational equipment).
6. Arrange for cleaning and tailoring of uniforms; survey old and worn uniforms and other government property.
7. Maintain inventory control of all government furnished equipment/materials (including annual wall-to-wall inventory); perform simple preventive maintenance of training aids and devices; ensure proper physical security of all government furnished equipment/materials.
8. Plan extracurricular activities for the ROTC unit (including color/honor guard ceremonies, drill team and rifle team competitive meets, field trips, mini-boot camps, etc.).
9. Prepare periodic reports on program administration and logistics as assigned.
10. Keep current and abreast of current trends and developments within the ROTC program; attend ROTC-sponsored training to keep abreast of current requirements of program management; take courses of instruction to improve teaching abilities.

11. Assess unit progress to ensure ROTC program objectives are met.

12. Communicate program goals and objectives to school counselors, faculty, and administration; develop positive communication with counselors, faculty and administration on cadet progress and needs; keep accurate records of student progress and evaluation.

13. Make annual presentations of the ROTC program to students at feeder schools for the purpose of recruiting new cadets.

14. Plan, prepare, communicate and maintain financial accounts of operating budget.

15. Prepare financial vouchers for reimbursement for expenditures to the school, made in support of the ROTC program.

16. Develop and maintain positive communication with civic groups to obtain recognition and support of the program.

17. Provide a classroom climate and learning experience that will further the emotional, physical, social, and mental development of the student.

18. Make effective daily and long-range instructional plans.

19. Motivate at-risk students and demonstrate sensitivity to various family and cultural patterns in planning classroom activities.

20. Work cooperatively with District staff, support personnel, local schools staff, and parents to coordinate effective learning for students.

21. Perform other related duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- **Knowledge of:**
  
a. Principles, theories, practices, methods and techniques used in curriculum development, lesson planning and classroom instruction of ROTC cadets

b. Curriculum expectations for ROTC program.
c. Principles, theories, practices, methods and techniques to create a classroom environment that promotes positive student conduct and motivation for student learning.

d. Applicable sections of the State Education Code, District Policies and other applicable laws

e. Current trends and research concerning the growth and development of secondary students.

• **Ability to:**

  a. Adapt plans and instructional delivery to meet the differentiated needs of students.

  b. Work independently with little direction.

  c. Create an instructional program and a class environment favorable to learning and personal growth.

  d. Monitor students in classrooms, on school grounds and off-campus for school related activities.

  e. Maintain professional and positive relationships with students, parents, colleagues and administration.

  f. Work in a diverse socio-economic and multicultural community.

  g. Operate a computer and job related equipment.

  h. Read, interpret, apply, and explain rules, regulations, policies, and procedures.

  i. Maintain current knowledge of applicable curriculum and school instruction related regulations.

  j. Establish and maintain a variety of accurate record keeping and filing systems.

  k. Communicate effectively both orally and in writing.

  l. Maintain consistent, punctual and regular attendance.

• Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements *(reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions)*:

• **Physical:**
a. Ability to push, pull, and transport instructional and/or presentation materials.

b. Ability to communicate so others will be able to clearly understand a normal conversation.

c. Ability to understand speech at normal levels.

d. Ability to bend, twist, stoop and reach.

e. Ability to drive a personal vehicle to conduct business.

• **Mental:**

a. Ability to organize and coordinate schedules

b. Ability to analyze and interpret data

c. Problem solving

d. Ability to communicate with the public

e. Ability to read, analyze and interpret printed matter and computer screens

f. Ability to create written communication so others will be able to clearly understand the written communication

g. Ability to communicate so others will be able to clearly understand a normal conversation.

h. Ability to understand speech at normal levels.

• **Environment:**

a. Indoor – frequently

b. Outdoor – occasionally

c. Ability to work at a desk and in meetings of various configurations.

**EDUCATION AND EXPERIENCE:**

• Bachelor’s degree or higher

**CERTIFICATION REQUIREMENT**
• Valid California teaching credential (ROTC Certification)

• Must possess a valid California driver's license.

**OVERTIME STATUS:** Eligible

**BARGAINING UNIT STATUS:** Palm Springs Teachers Association

**TERMS OF EMPLOYMENT:** Salary and work year governed by the Collective Bargaining Agreement with the Palm Springs Teachers Association.

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Collective Bargaining Agreement with the Palm Springs Teachers Association and the Palm Springs Unified School District and the Board Policy on Evaluation of Certificated Personnel.

Regulation Approved: