

**9.8.10**

**AFROTC CERTIFIED AEROSPACE SCIENCE  
INSTRUCTOR (NCO)**

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**Reports To:** Principal

**Dept/Campus:** Arkansas High School

**Wage/Hour Status:** Exempt

**Length of Contract:** 197

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**PRIMARY PURPOSE:**

Provide students with appropriate classroom learning activities and extensive extracurricular experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth while leading the Air Force Junior Reserve Officer Training Program in accordance with Air Force standards.

**QUALIFICATIONS:**

**Education/Certification:**

Honorably retired from the U.S. Air Force

Certified by AFJROTC/HQ

Hold rank of Staff Sergeant or above

Community College of Air Force graduate

Bachelor's degree from accredited university (preferred)

Teaching experience (preferred)

Valid Arkansas teaching certificate with required endorsements for subject and level assigned

**Special Knowledge/Skills:**

Knowledge of subjects assigned

General knowledge of curriculum and instruction

Ability to instruct students and manage their behavior

Meet and maintain the standards expected of an Air Force Non-Commissioned Officer (NCO)

Working knowledge of office computer applications

Strong organizational, communication, and interpersonal skills

**Experience:**

Significant experience in supply, administration, organization, and drill and ceremonies

Significant experience in working with young adults preferred

The Board may find appropriate and acceptable alternatives to the above qualifications.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Demonstrate relentless commitment to academic achievement of all students.
2. Demonstrate effective customer service strategies to all district patrons, communicating the unique nature of the JROTC Program to community organizations, leaders, parents, and students.
3. Foster collegiality and team building among faculty, staff and especially the Senior Aerospace Science Instructor (SASI).
4. Communicate and promote expectation for high-level performance from students; hold students accountable for high performance; recognize excellence and achievement.
5. Articulate a clear direction for all students and staff; articulate a positive image of the school district and school district personnel.
6. Establish and maintain an orderly and supportive classroom environment and an extensive extracurricular program in which students actively participate and show respect for one another and the instructors.
7. Educate and train students in citizenship, inspire service to the community, instill responsibility, character, and self discipline; and provide instruction in air and space fundamentals.
8. Instruct students in competencies and skills by providing leadership training and life skills preparation through the plans and guidelines of the AFJROTC Program.
9. Instruct and guide cadets in developing a student-led cadet corps to provide an application laboratory for effective leadership training.
10. Manage the AFJROTC Program in full cooperation with the Senior Aerospace Science Instructor (SASI).
11. Develop and implement lesson plans that fulfill the requirements of the district's and AFJROTC's curriculum program and show written evidence of preparation as required.
12. Prepare lessons that reflect accommodations for differences in student learning styles.
13. Present subject matter according to guidelines established by board policies and administrative regulations; plan and conduct classes commensurate with SASI duties and responsibilities.
14. Plan and use appropriate instructional and learning strategies, activities, materials,

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and equipment that reflect understanding of the learning styles and needs of students assigned.

15. Assess, track, and provide feedback promptly and often to students on their progress and assignments and maintain record of grades.
16. Conduct assessment of student learning styles and use results to plan instructional activities.
17. Work cooperatively with special education teachers to modify curriculum as needed for special education students according to guidelines established in Individual Education Plans (IEP).
18. Work with other members of the staff to determine instructional goals, objectives, and methods according to district and AFJROTC requirements.
19. Plan and supervise assignments of volunteer(s).
20. Use technology to strengthen the teaching/learning process.
21. Help students analyze and improve study methods and habits.
22. Conduct ongoing assessment of student achievement through formal and informal testing.
23. Assume responsibility for extracurricular activities as assigned; sponsor outside activities approved by the campus principal.
24. Be a positive role model for students and support the mission of school district.
25. Manage student behavior in accordance with Student Code of Conduct, the student handbook, and AFJROTC regulations and policies.
26. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
27. Assist in selection of books, equipment, and other instructional materials.
28. Mentor cadets to lead in providing patriotic symbols of citizenship to the high school student body, and as possible, district schools through color guard teams, flag ceremonies, and other programs as required.
29. Develop after-school competitive teams such as: color guard teams, competitive armed/unarmed drill teams, physical fitness teams, and marksmanship and land navigation teams.

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30. Coordinate, monitor, and resource the Cadet Corps' production of annual after-school programs such as: Cadet Military Ball, Cadet Awards Ceremony, Christmas party, and the ropes course.
31. Mentor the Cadet Corps to seek after-school civic opportunities and guide cadets to serve in support of community events as determined by the administration and the Senior Aerospace Science Instructor.
32. Monitor and control Air Force financial and physical resources.
33. Plan, coordinate, fund, and staff the curriculum-in-action trips in accordance with AFJROTC policy guidance.
34. In coordination with the Senior Aerospace Science Instructor, plan and develop opportunities for cadets to attend the summer Area Cadet Officer Leadership Course and plan trips to area points of interest in support of classroom goals.
35. Establish and maintain open communication with parents and students concerning academic and behavioral progress of students.
36. Maintain a professional relationship with administrators, colleagues, students, parents, community members, and with the Senior Aerospace Science Instructor in accordance with military traditions, to establish a positive learning environment and to model senior/subordinate professional relations for the cadets.
37. Use effective communication skills to present information accurately and clearly.
38. Participate in staff development activities to improve job-related skills.
39. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers and AFJROTC policies and regulations.
40. Compile, maintain, and file all reports, records, and other documents required both by the district and HQAFJROTC.
41. Attend and participate in faculty meetings and serve on staff committees as required.
42. Assume responsibility for assigned non-teaching duties.
43. Participate in activities which are related to school functions and/or educational process which occur outside the regular school day.
44. Maximize time when students are on task and ensure that instructional activities are clearly related to district goals.

45. Other duties assigned by principals.

**SUPERVISORY RESPONSIBILITIES:**

Supervise the Aerospace Science Instructor (NCO) and volunteers.

**WORKING CONDITIONS:**

**Mental Demands:**

Maintain emotional control under stress

**Physical Demands:**

Frequent standing, marching and drill, physical training, stooping, bending, pulling and pushing; moving small stacks of textbooks, media equipment, desks, and other classroom equipment

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Date Adopted: December 14, 2010

Last Revised:

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

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Employee

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Date

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Supervisor

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Date