

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
COORDINATING OFFICER, JROTC PROGRAMS

Job Purpose

Serves in the Division of Instructional Services as the Coordinating Officer of Junior Reserve Officers' Training Corps (JROTC) programs (Army, Navy, Marines, and Air Force). Supervises the Junior Reserve Officers' Training Corps program and instructs classes in special JROTC subjects.

Responsible to

Deputy Superintendent of Instruction or designee

Subordinates

Instructor(s), JROTC Units
Classified personnel as assigned

Functions

Essential Functions

1. Coordinates the functions of District's JROTC programs; provides JROTC instructors with functional and technical guidance.
2. Serves as Director of Army Instruction (DAI) for the District in accordance with Army regulations.
3. Directs the development and implementation of JROTC curricula, training schedules, lesson plans and academic achievement examinations.
4. Collaborates with JROTC school-based administrators to establish policies and procedures relating to the training of cadets and the acquisition, utilization, maintenance and security of military property.
5. Coordinates cadet trips to military posts and encampments; visits and evaluates units and reviews JROTC classroom instruction.
6. Directs and coordinates JROTC competitive events such as the All-City Staff competition, the annual academic achievement evaluations and the All-City Color Guard, Drill, and Marksmanship championships.
7. Collaborates with school-based administrators to select and evaluate JROTC instructors.
8. Directs and supervises public relations and information activities and news releases that pertain to JROTC programs; makes presentations to District personnel and outside organizations regarding JROTC programs.
9. Serves as liaison between the District and Department of Defense agencies in matters pertaining to JROTC programs.
10. Directs the selection, training, coordinating and participation of JROTC service units, such as color guard details, student supervisors, marksmanship teams and drill teams.
11. 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 that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned.

Qualifications

Education

1. An earned bachelor's degree from an accredited college or university.
2. Graduation from a U.S. Army branch career course or higher level school.

3. At least four semester units in multicultural education or equivalent study (effective July 1, 2007). Multicultural understanding coursework must pertain to a minority group represented in the District student enrollment.

Experience

Required

1. A field grade officer with the rank of Colonel/Lieutenant Colonel who has retired from the regular Army with at least 20 or more years of active duty service.
2. At least five years of Army JROTC experience as an instructor.

Desirable

An earned master's degree or advanced degree of at least equivalent standard from an accredited college or university.

Credentials

A California Designated Special Subjects Teaching Credential authorizing service as an administrator and 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. Ability to organize, coordinate and supervise JROTC programs in accordance with the Education Code, Board Rules and military regulations.
2. Knowledge of and ability to implement military instruction techniques as applied to JROTC programs.
3. Ability to organize JROTC programs, supervise JROTC teachers and work with other agencies in promoting the educational welfare of the community in which the program is located.
4. Knowledge of the fundamental principles and accepted practices and current trends in JROTC programs and laws pertaining to juveniles.
5. Knowledge of the Education Code, Board Rules, Military regulations, and District policies, operating procedures and negotiated contracts that pertain to JROTC programs.
6. Knowledge of effective administrative and managerial practices and the ability to implement them.
7. Knowledge of military drills and ceremonies and ability to supervise drill competitions.
8. Ability to supervise rifle matches and knowledge of National Rifle Association match rules.
9. Understanding of the physical, intellectual, social and emotional growth of secondary school students.
10. Understanding and sensitivity to the needs of all students from various cultural and ethnic groups in the school community.
11. Ability to communicate effectively with students, parents, peers, other District personnel, community representatives and stakeholders, both individually and as a group.
12. Ability to work effectively and cooperatively with diverse racial, ethnic, linguistic, disability and socio-economic groups.
13. Appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment.
14. Ability to properly use and care for the materials, supplies and equipment employed in conducting JROTC programs.
15. Knowledge of staff development and in-service resources and the ability to implement them.
16. Ability to plan, organize and manage time for self and others.
17. Ability to make formal, public presentations.
18. Ability to compose and comprehend written communication.
19. Ability to observe and evaluate subordinates' activities.
20. Mobility to travel to other sites/locations.

Health

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

Additional requirements

1. Must secure and maintain the necessary government security clearances.
2. Must be approved for employment by the Department of the Army.
3. Must have a valid California Driver License and the use of an automobile.
4. Must secure and maintain the current United States Army uniforms.

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.

JRT