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**PERSONNEL VACANCY NOTICE**

### GARY COMMUNITY SCHOOL CORPORATION

1988 Polk Street

Gary, IN 46407

M. Jones-Henderson, Executive Director

Human Resources Department Dr. Peter Morikis, Emergency Manager

**POSITION: Army (Military) Instructor - JROTC**

**SALARY: To Be Determined**

**REPORTS TO: Principal**

**PURPOSE STATEMENT**

To instruct students involved in the Army JROTC programs at assigned school.

**ESSENTIAL FUNCTIONS**

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

* Teaches students JROTC curriculum subjects.
* Coaches student drill and/or rifle teams and participates in functions related to the JROTC program which includes travel with students.
* Maintains student grade book and JROTC required records for each student.
* Complies with the policies of the Principal and the Director of Army Instruction.
* Participates in community functions which further community support of the JROTC program.
* Credit Card holder.
* Requisitions purchases.
* Ensures requisitioned items received.
* Supervises Cadets at Cadet Leadership Course for summer camp.
* Maintains regular attendance and punctuality.
* Assists other personnel as may be required for the purpose of ensuring an efficient and effective working environment.

**SUPERVISORY RESPONSIBILITIES**

Students.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

* Military supply and administrative procedures, forms and records.
* Government Purchase Card.

Skill in:

* Basic computer operations.
* Using a computer and related software applications.
* Using modern office equipment.

Ability to:

* Participate in functions which explain the purpose or benefits of the JROTC program to the school, community or other persons/institutions.

**EDUCATION AND EXPERIENCE**

Baccalaureate or Associates Degree. Must be a Senior Retired Commissioned Officer from the U.S. Army or Army Reserve Components. Must have attended US Army BNOC and ANOC (required). Must have attended a US Armed Forces Methods of Instruction Course. Must be approved by the Board of Trustees and the Commander II ROTC Region.

**CERTIFICATION**

Must meet US Army certification requirements for a Military Instructor as specified by AR 145-2.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Specific vision abilities required by this job include the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Required Testing**

|  |  |
| --- | --- |
| * Drug Test |  |
| * Fingerprinting/Background Clearance |  |

**METHOD OF APPLICATION:**

**An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted to:**

Gary Community School Corporation

Click on “Employment”

[www.garycsc.k12.in.us](http://www.garycsc.k12.in.us)

1988 Polk Street

Gary, IN 46407

Human Resources Department

Certified: April 26, 2019

EQUAL OPPORTUNITY EMPLOYER