

## **MILITARY INSTRUCTOR**

### **Definition:**

Under supervision of the Base Commander, the Military Instructor carries out the directives of the Commander to assist in ways useful to improving the quality of educational opportunities, including but not limited to clerical duties, supervision of cadets, and instructional tasks. The work need not be performed in the presence of the teacher, however the teacher retains responsibility for the instruction and supervision. The assistant shall not give out any personal information concerning any pupil to any person other than specified teachers, administrators, or staff members of the school. The Military Instructor also assists the Commander with cadet training activities.

### **DISTINGUISHING CHARACTERISTICS**

These positions are authorized only in connection with established Academy classes where students may have behavioral, attendance and other discipline issues. Positions in this class must deal with a student population ranging from 12 to 18 years of age and with a wide range of academic ability.

### **ESSENTIAL FUNCTIONS**

Assist individuals or small groups of cadets with assignments.

Prepare special teaching demonstrations using a variety of aides and techniques to reinforce academic performance.

Participate in classroom discipline or behavior management programs as designated by the Commander with appropriate reinforcement techniques.

Assist with a variety of record keeping activities such as attendance, lunch count, and daily charts of student progress.

Assist in monitoring student achievement.

Organize work areas and assemble learning materials, study aids, or assignment folders; assist in keeping study areas orderly; may request supplies or audio visual materials; inventories classroom supplies, books, or equipment.

May assist students in working with computers.

The Military Instructor will administer group tests in accordance with District or school testing programs and will utilize the results of the testing program for identifying student needs in order to provide appropriate instructional activities.

The Military Instructor will communicate effectively with students and parents (legal guardians) with regard to the individual student's progress and interpret the school program.

The Military Instructor will acquire knowledge and develop strategies essential to effectively teach assigned students and will maintain professional competence through professional growth.

The Military Instructor will attend District workshops, professional in-services, and/or college classes to keep current with changing methods and procedures.

The Military Instructor will interpret and apply the California Education Code, Title V, Board policies, District regulations, and school procedures in the classroom, on the school grounds, and other areas of assigned supervisory responsibility.

The Military Instructor will demonstrate mutual respect and dignity for staff members, students, parents, and administration.

The Military Instructor will work cooperatively with the entire school staff to promote effective learning experiences for each student.

The Military Instructor will maintain a functional learning environment, including orderliness of equipment and materials assigned to the classroom, maintenance of records which establish student accountability for assigned school property (examples: texts, workbooks, supplies, tools, locks, drafting boards, etc.). The Military Instructor shall instruct students in the proper use and preservation of school property.

The Military Instructor will attend required meetings called by administrators, grade level or department chairpersons.

The Military Instructor will model punctuality at all prescribed functions.

The Military Instructor will abide by the professional ethics standards as related to staff relations established by Board policy.

The Military Instructor will be accountable for supervision as assigned by the Commander or designee.

Perform other duties as assigned.

### **Qualifications:**

#### Knowledge of:

Correct English usage, spelling, grammar, and punctuation; the social and educational needs of students with behavioral issues; basic math operations; first aid practices.

#### Ability to:

Work effectively with a wide variety of personalities and situations requiring tact, judgment, stability, and poise; relate effectively with physically and mentally challenged students; organize and supervise students in group activities; understand and follow oral and written instructions; keep records and write reports; correctly demonstrate sufficient strength, mobility and range of motion to arm lift 50 pounds and floor lift 50 pounds in an employee entrance evaluation.

#### Experience:

Preference will be given to members or former members of the military or law enforcement (active/reserve/retired); experience in supervising/organizing activities; experience with students in school settings are desirable but not required; experience in a classroom designed for students with behavior management issues is highly desirable but not required.

#### Education

Equivalent to the completion of the 12th grade. Courses and/or in-service in psychology, behavior modification, recreation, or related fields are highly desirable.

#### Credential

The minimum requirements are a valid California ROTC credential authorizing service in the assigned grade and/or subject area(s).