

**MORENO VALLEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Division**

**I. Position Title: Marine Corps JROTC Instructor**

**II. Position Definition:** The position of Marine Corps JROTC Instructor, under the supervision of the High School Principal and/or designee, is responsible for the delivery of instruction and supervision of JROTC 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 JROTC regulations.

**III. Responsibilities:**

- Teach the prescribed 3-4 year Marine Corps Curriculum
- Instruct in military drill
- Counsel students in the JROTC program
- Write/Update lesson plans for the JROTC curriculum and other lesson preparation requirements
- Requisition all government furnished equipment (includes uniforms, training aids, books, drill rifles and organizational equipment)
- Arrange for cleaning and tailoring of uniforms; survey old and worn uniforms and other government property
- Perform simple preventive maintenance of training aids and devices
- Maintain inventory control of all government furnished equipment/materials (including annual wall-to-wall inventory)
- Ensure proper physical security of all government furnished equipment/materials
- Plan extracurricular activities for the JROTC unit (including color/honor guard ceremonies, drill team and rifle team competitive meets, field trips, mini-boot camps, ship cruises, etc.) JROTC-Marines
- Prepare periodic reports on program administration and logistics
- Keep current and abreast of new developments and organizations with the Marine Corps
- Assess unit progress to ensure JROTC program objectives are met
- Attend Marine Corp-sponsored training to keep abreast of current requirement of program management
- Take courses of instruction to improve teaching abilities
- Establish rapport with school counselors and faculty members
- Make annual presentations of the JROTC program to students at feeder schools for the purpose of recruiting new cadets
- Maintain financial accounts of operating budget
- Prepare financial vouchers to the Marine Corps for reimbursement for expenditures to the school, made in support of the JROTC program
- Establish contact with civic groups to obtain recognition and support of the program
- Provide a classroom climate and learning experience that will further the emotional, physical, social and mental development of the student
- Teach students in large and small groups
- Make effective daily and long-range instructional plans
- Motivate at-risk students and demonstrate sensitivity to various family and cultural patterns in planning classroom activities

- Display a high degree of flexibility and initiative as well as the ability to work effectively within a team
- Work cooperatively with District staff, support personnel, local school staff, and parents to coordinate effective learning for student
- Keep accurate records of student progress and evaluation
- Integrate curriculum and activities provided by the Marine Corps

**IV. Authority Relationship**

Principal/School Administrator

**IV. Specific Qualifications:**

Knowledge of: Principles, theories, practices, methods and techniques used in curriculum development, lesson planning and classroom instruction of MJROTC cadets • Curriculum expectations for MJROTC program • Principles, theories, practices, methods and techniques to create a classroom environment that promotes positive student conduct and motivation for student learning JROTC-Marines • Applicable sections of the State Education Code, District Policies and other applicable laws • Current trends and research concerning the growth and development of secondary students

Ability to: Adapt plans and instructional delivery to meet the differentiated needs of students • Work independently with little direction • Create an instructional program and a class environment favorable to learning and personal growth • Monitor students in classrooms, on school grounds and off-campus for school related activities • Maintain professional and positive relationships with students, parents, colleagues and administration • Work in a diverse socio-economic and multicultural community • Operate a computer and job related equipment • Read, interpret, apply and explain rules, regulations, policies and procedures • Maintain current knowledge of applicable curriculum and school instruction related regulations • Establish and maintain a variety of accurate record keeping and filing systems • Communicate effectively both orally and in writing • Maintain consistent, punctual and regular attendance

**V. Minimum Qualifications:**

Experience:

Senior Marine Instructor: Retired Marine Officer with at least 20 years of active or reserve service.

Marine Instructor: Retired Marine Staff Non-commissioned Officer with at least 20 years of active or reserve service.

Credentials: Must qualify for or possess a Valid California Designated Subjects Special Subjects Teaching Credential with English Learner Certification.

Must have JROTC Instructor Certification approved by the Marines Unit\*

Other: Must possess a valid driver's license

**VI. Working Conditions:**

Environment:

- Indoor - frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations
- Daily contact with staff and public.

Physical Abilities:

- Occasional bending at the waist and stooping.
- Occasional carrying, pushing, pulling, or lifting up to 20 lbs.
- Dexterity of hands and fingers to operate standard office equipment.
- Hearing and speaking to exchange information in person and on the telephone.
- Occasional reaching overhead, above the shoulders, and horizontally.
- Visual ability to read, prepare/process documents and small figures.
- Sitting and/or standing for extended periods of time.
- Mobility.

Hazards:

- Extended viewing of computer monitor.
- Working with and around office equipment having moving parts.

Board Approved: 06/12/2018  
MVEA Acknowledged: 05/04/18