

# **Cabell County Schools Job Description**

**Position:** JROTC Instructor (SAI)

**Supervisor:** Principal/Assistant Principal

**Salary:** As per Cabell County pay schedule

**Length of**

**Employment:** 220 days

**Purpose:** The Senior Army Instructor (SAI) is the chairperson and chief instructor of the JROTC unit. The SAI is responsible for the overall management of the JROTC unit at the school. The SAI assigned to deliver a comprehensive JROTC program in accordance with federal and state law and West Virginia Board of Education and county policies and regulations.

**Qualifications:**

Holds or qualifies for a West Virginia Authorization endorsed for JROTC based on the appropriate military qualifications found at <https://usarmyjrotc.army.mil/>

**Responsibilities:** The JROTC Instructor shall have the responsibilities and duties IAW (in accordance with) the Department of the Army Cadet command.

1. Maintain JROTC student records as required by the Department of Army regulations and local policies.
2. Manage and conduct the JROTC unit according to school rules, regulations, and policies, as well as military requirements.
3. Maintain good relations with school authorities, faculty, and the student body.
4. Conduct a public affairs effort in the local area middle and elementary schools, among school and community officials, civic groups, parent-teacher groups, and other individuals or groups, designed to further the understanding of JROTC, the school, and the Army.
5. Enroll students in JROTC and support school officials while executing the curriculum and the integrated extra-curricular activities.
6. Maintain effective communication with families of all Cadets.
7. Develop short- and long-range plans for achieving curriculum goals while evaluating student progress and providing feedback on cadet performance.
8. Prepares lesson plans, weekly training schedules, and training materials for JROTC curriculum.
9. Development of the procedures governing the administration, control, and the training of JROTC cadets in accordance with school and service policies.

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10. Ensure JROTC unit areas are neat and orderly; current chain of command photos, Cadet creed, core abilities and mission statement are present; and all sensitive items are secured.
11. Conduct classroom, field and range training to ensure that adequate, safe and meaningful Instruction is being conducted in compliance with school and service regulations and policies.
12. Plan, coordinate and conduct an annual inspection as well as formal military cyler inspections.
13. Requisition and maintain accountability for the U.S. Government property that is needed to support a JROTC program.
14. Participate in the supervision of after school activities which include, but not limited to, Drill Team, Raider Team, Color Guard, Rifle Team, adventure training group and battalion staff.
15. Implement, evaluate and improve the JROTC program of study.
16. All instructors (SAI/AIs) are responsible for teaching the JROTC curriculum.
17. Utilize instructional management systems models, materials, and instructional aids support student learning to foster a classroom climate conducive to learning
18. Assist, if applicable, in the implementation of the state and county testing program in accordance with the state and county policies.
19. Instruct pupils in citizenship and other areas specified in state law and administrative regulations and procedures of the school district.
20. Inventory equipment and maintain proper care and use of equipment
21. Instruct students in proper care and use of equipment.
22. Provide time for requested parent, student or patent/student conferences.
23. Complete and submit all reports in a timely manner as required by law, the West Virginia Department of Education, and/or the county Board of Education.
24. Report the presence of any situation that may be harmful to the health and safety of the students and/or staff or would hinder the instructional program.
25. Complete duty assignments as designated by the principal.
26. Accept responsibility for the behavior of students assigned.
27. Supervise students at all times in accordance with state, county and school policies.
28. Attend all faculty senate and other required meetings.
29. Fulfill annual continuing education requirements and attend other required training programs.
30. Take students attendance as legally required and in accordance with county policy.
31. Accept reasonable extra duty assignments necessary for a successful school program.
32. Maintain professional work habits.
33. Adhere to Mandated Reporter regulations.
34. All employees are mandated reporters and must report abuse and neglect within the required timeframe.
35. Perform other duties as assigned by the principal.

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