

## **Job Descriptions – Senior Army Instructor (SAI) and JROTC Instructor (NCO)**

The Senior Army Instructor (SAI) has overall responsibility for the entire JROTC program at Marmion Academy and is in direct command of all other officers and NCOs in the program. Each officer and NCO is expected to carry an equitable share of teaching, supervisory and administrative duties within the JROTC program. Duties and responsibilities include:

Senior Army Instructor specific:

- Serve as the Department Chairperson for the military department.
- Manage the JROTC school budget, Army budget and endowments. Approve all expenditures and commitment of funds.
- Submit pay changes to the Academy budget office for all instructors as required.
- Prepare and submit the yearly department calendar for inclusion on the School Calendar.
- Serve as supervisor/trainer for the cadet/Battalion Command Element
- Counsel cadre and cadets when appropriate or required, formally and informally.
- Administer Candidate Fitness Assessments (CFA), write recommendations complete nominations for all applicants seeking appointments to military academies.
- Administer and submit ROTC Scholarship Physical Fitness Assessments (PFA) scores.
- Prepare and submit School Nominations for cadets seeking Appointments to either West Point, Annapolis, or the Air Force Academy.
- Approve cadets for awards, promotions and reductions.
- Ensure the school achieves an Honor Unit with Distinction rating during its JROTC Program of Accreditation (JPA) inspection.

All Instructors:

- Teach JROTC classes and supervise military activities.
- Prepare, review, and revise lesson plans IAW Curriculum Manage (CM).
- Determine and procure necessary training aids and background material to support training.
- Prepare, administer, and evaluate examinations for each course of instruction.
- Determine course grades for each student and post in cadet record (JUMS) as required.
- Be present at all formations and drill periods.
- Ensure cadets maintain and receive assessment for their Cadet Portfolio.
- Closely monitor and post leadership grades on all assigned students.
- Provide input and assistance for promotion boards, cadet competitions and department functions as required.
- Communicate with parents as required and respond to all parent communications in a timely manner.

- Serve as a coach/moderator for at least one team or club, such as Drill Team, Rifle Team, JLAB Team, Adventure Platoon or any other JROTC units as they may be developed in the program.
- Serve as company cadre/trainer for one company a year, rotating.
- Advise students interested in military service.
- Set a positive example and represent the United States Army and Marmion Academy with honor.

Just as any other teacher, JROTC Instructors are required to perform additional duties as required by the Academy, these duties may include but are not limited to:

- Supervise study hall
- Teach physical education class
- Hall monitor
- Chaperone
- Event security
- Test proctor
- Cafeteria duty
- Substitute teach other classes

In addition to teaching in the classroom, there are a number of activities that will require JROTC Instructors to work outside of regular school hours. An Instructor's work week could easily exceed 50 hours and may include additional weekend and evening activities to include, but not limited to:

- Morning School Formations
- After School Formations
- Raider Challenge
- JROTC Cadet Leadership Challenge (JCLC - Summer Camp)
- JROTC Leadership and Academic Bowl
- Drill Team Regional and National Competitions
- Rifle Team Regional and National Competitions
- Holiday Parades and Ceremonies
- Military Ball

For additional information or questions contact MAJ (R) Mark Emerson, phone 630-966-7646 or email [memerson@marmion.org](mailto:memerson@marmion.org)