

Director 1 JROTC

13250 Summit Ridge, Houston, Texas (US-TX), 77085, United States

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ID: 22943

Job Description

Location: Hattie Mae White

Department: J R O T C

Area:Southwest

Contract Months:12

Salary Range: \$130,000.00 – \$155,000.00

Academic Year: 24-25

JOB SUMMARY

Directs the instructional programs for all branches of the military services represented in the Houston Independent School District, and is the single point of contact for all JROTC related matters with representatives of the Departments of Army, Navy, and Air Force, to include their respective subordinate headquarters.

MAJOR DUTIES & RESPONSIBILITIES

- Direct the preparation of the military budget; supervise bid, contract, and request procedures involving uniforms, clothing, supplies, and equipment furnished by the U.S. Government.
- Compute the salaries of JROTC instructors and administer reimbursement transactions for the district so that the district receives reimbursement from the U.S. government for salary and other expenses.
- Formulate training standards for JROTC courses of instruction in accordance with requirements of the military branches involved and coordinates annual formal inspections conducted by the services.
- Maintain standards and skills required for all special district programs including PeopleSoft and SAP.
- Prepare appropriate reports for district officials, governmental agencies and military officials as required for security and accountability of district and federal property.

- Prepare the master training schedule; develop, publish, and administer the JROTC curriculum.
- Serve as advisor for military/JROTC activities and maintain close working relationships with community officials in the planning and conduct of JROTC community support activities.

MAJOR DUTIES & RESPONSIBILITIES CONTINUED

- Establish duties and requirements for JROTC instructors; co-evaluate them as the senior rater in conjunction with school principals who serve as primary raters in accordance with military regulations.
- Recommend decertification (in conjunction with principal) of JROTC instructors who demonstrate inability to meet job performance standards, and meet the expectations of district employees.
- Establish coordination between the JROTC office and Facilities Management and Operations in maintaining JROTC facilities to standard.
- Serve as U.S. Army Southern Area Interviewer for certification of JROTC instructor aspirants.
- Supervise workshops, seminars, monthly meetings for JROTC employees, summer camp and summer workshops for JROTC cadets, major competitions, awards events, and annual ceremonies.

EDUCATION

- Bachelor's degree from an accredited college or university. Master's degree preferred.

WORK EXPERIENCE

- A retired commissioned officer with a minimum of twenty years of active duty service in the U.S. military. Four years teaching experience as a ROTC instructor at the university or high school level, and certification by the Army as to military qualifications.

SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

N/A

LEADERSHIP RESPONSIBILITIES

N/A

WORK COMPLEXITY/INDEPENDENT JUDGMENT

N/A

BUDGET AUTHORITY

N/A

PROBLEM SOLVING

N/A

IMPACT OF DECISIONS

N/A

COMMUNICATION/INTERACTIONS

N/A

CUSTOMER RELATIONSHIPS

N/A

WORKING/ENVIRONMENTAL CONDITIONS

- Ability to communicate effectively in both written and oral forms with all levels of management, both internal and external to the district.
- Ability to work independently with little or no direct supervision and at times very stressful conditions.
- Possess excellent administrative skills, organizational skills, time management, problem resolution, consensus building, initiative, and the ability to work well with people.
- Strong investigative procedures, analytical skills, and technical skills.
- Must be skilled in consensus gathering and leading Teams.
- Ability to adjust the eye to bring an object into focus; judge distance (close and distant); reach with arms extended and use hands to manipulate the keyboard.
- Ability to lift and carry up to 25 pounds, stoop, kneel, crouch, walk, twist, bend, climb, drive and/or be mobile.
- Ability to travel to schools and businesses throughout the District.
- Valid Texas Driver's license with appropriate insurance coverage.

Houston Independent School District is an equal opportunity employer.