



## Human Resources Office

102 S. Hickory Avenue  
Bel Air, Maryland 21014  
410-588-5226 - [www.hcps.org](http://www.hcps.org)

AN EQUAL OPPORTUNITY EMPLOYER

## VACANCY ANNOUNCEMENT

January 18, 2023

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

## ARMY JUNIOR RESERVE OFFICERS TRAINING CORPS (JROTC) SENIOR ARMY INSTRUCTOR JOPPATOWNE HIGH SCHOOL

### POSITION SUMMARY:

Under general supervision of the principal, the Army JROTC Senior Instructor designs, implements, and delivers the Junior Reserve Officer Training Corps (JROTC) curriculum.

- *This is an 11-month (210 day) position.*









### DUTIES AND RESPONSIBILITIES INCLUDE

#### PROGRAM MANAGEMENT

- Oversees the conduct of the JROTC Program at the High School and provides direction and oversight of the JROTC Army Instructor.
- Develops short- and long-range plans for achieving JROTC curriculum goals, gathers appropriate materials, establishes clear objectives for lessons, and formulates appropriate lesson plans during the school year.
- Prepares lesson plans and presents courses in the history, purpose and structure of the military services; ethical values and principles of good citizenship; leadership; physical fitness; and military drills and formations and administers, and grades assessments and provides feedback.
- Prepares and maintains administration and support reference materials required to be available in the school by law and regulations. Submits requests to brigade for distinctive unit insignia and school patches.
- Monitors attendance and counsels students as needed.
- Maintains accurate and complete records as required by law, HCPS policy and administrative regulation.
- Assists the administration in implementing all policies and rules governing student life and conduct and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Plans a program of study that understands and takes into account the needs, interests and abilities of individual students.
- Establishes learning objectives consistent with appraisal of student needs, requirements of HCPS curriculum framework, and knowledge of human growth and development.
- Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Organizes, supervises and participates in extracurricular activities for ROTC cadets to include color guard, drill teams and other special activities.
- Attends staff development, department meetings and other professional activities as assigned.
- Interprets data from the Army and other agencies to assist in:
  - (a) Developing favorable public relations.
  - (b) Improving instruction.
  - (c) Implementing Army policies in the classroom.
  - (d) Coordinating and integrating JROTC with other school departments and community agencies.

#### ACADEMIC DRILL AND PHYSICAL TRAINING:

- Assists and accompanies students on summer camps, and field trips assisting with curriculum development and inventorying materials required to support the activities.
- Counsels students on aspects of military service.
- Assesses cadets uniform and military bearing.
- Instructs and assesses military and leadership drill components.
- Assists with ceremonies at company/battalion formations.
- Assists with organizing community service activities.
- Hosts events including drill, field, rifle, and academic competitions.

<b>SALARY</b>	 Performs other work-related duties as assigned. Salary is in accordance with the HCEA eleven-month salary schedule for certificated teachers.
<b>REQUIREMENTS</b>	 Bachelor's degree from an accredited college or university. Master's Degree is preferred.  Applicant must be approved by US Army as a JROTC Instructor prior to employment with HCPS.  By military regulations, staff is to be retired commissioned officers in the grades of W-1 through W-5 or O-3 through O-6.  Proficient in the use of computer technology, including Microsoft Office Suite software programs, and related communications technology.  Strong interpersonal and oral/written communication skills.  Excellent planning and organizational skills.  The physical requirements include being able to sit or stand for an extended period of time, sufficiently mobile to ensure the safety of students, speak clearly so that others may understand clearly, and hear and understand speech at normal levels.
<b>HOW TO APPLY</b>	Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at <a href="http://www.hcps.org">www.hcps.org</a> . If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.
<b>DEADLINE</b>	Online applications will be accepted for this vacancy until the position is successfully filled. <b><i>Candidates that apply by Tuesday, January 31, 2023, will receive immediate consideration.</i></b>

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, *et seq.*), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Renee McGlothlin, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6087 or by email to [Renee.McGlothlin@hcps.org](mailto:Renee.McGlothlin@hcps.org), or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

**AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE**