

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Naval Science Instructor

DEPARTMENT: High School Education

REPORTS TO: Building Principal or designee

POSITION SUMMARY: The NSI is responsible for providing learning opportunities and instruction to students and carrying out policies relative to the administration of the NJROTC Unit. The NSI reports to the Senior Naval Science Instructor for assignment of duties within the NJROTC Unit.

ESSENTIAL FUNCTIONS:

- Kindle excitement about learning, encouraging flexible and critical thinking and development of communication skills through a multi-subject three and four year curriculum.
- Assess the NJROTC Program and the needs of the students to provide a suitable learning environment to meet their needs and to assure program objectives are met.
- Write and update lesson plans for multi-subject curriculum.
- Follow the adopted curricula, including instruction in military drill, attending staff meetings and other professional meetings as may be assigned by the principal.
- Maintain order in the classroom and ensure a caring, safe learning environment, with clear routines and procedures designed to minimize disruption and maximize student on task time.
- Maintain safe and healthful conditions in the classroom and report promptly to the principal any serious accident or illness affecting students in the classroom.
- Evaluate each pupil's educational growth and development and make periodic reports to parents or guardians as well as to the designated school administrator.
- Plan and conduct extracurricular activities for NJROTC unit, including but not limited to color/honor guard ceremonies, drill team and rifle team competitive meets, field trips, mini-boot camps, and ship cruises.
- Control inventory of all government furnished equipment/materials (including annual wall-to-wall inventory).
- Ensure proper physical security of all government furnished equipment/materials.
- Maintain financial accounts of operating budget.
- Prepare financial vouchers to the Navy for reimbursement of expenditures to the school, made in support of the NJROTC Program.
- Prepare monthly, semiannual, annual and periodic reports on program administration and logistics.
- Make annual presentation on NJROTC Program to all students at feeder schools for the purpose of recruiting new cadets in the program.
- Establish rapport with school counselors and all faculty members.
- Establish contact with civic groups to obtain their recognition of the NJROTC Program.
- Continue to improve classroom methods and techniques by attending workshops, professional meetings or conferences, and keep abreast of current educational innovations through professional literature.
- Attend Navy-sponsored seminars to keep abreast of new requirements of program management.
- Keep current and abreast of new developments and organization within the Navy.
- Use technology to provide challenging instruction to students of all learning levels.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

EDUCATION: Certified NJROTC instructor by Chief of Naval Education and Training (CNET)

EXPERIENCE: Retired enlisted Navy, Marine or Coast Guard; appropriate academic background and coursework for the position. Successful teaching experience and effective work with high school age students, preferred.

REQUIRED TESTING: None specified

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CERTIFICATES AND LICENSES: CPR/First Aid Certificate (may be required). Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: That which is required to be effective in the position and maintain appropriate certifications.

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Unrepresented

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date