

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Program Manager, JROTC	REPORTS TO:	Director, School to Career
DEPARTMENT:	Office of Secondary Site Innovation	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	026 AASD
REVISED:	June 20, 2008		

BASIC FUNCTION:

Plan, organize, control and administer the District JROTC program; organize, coordinate and direct interscholastic JROTC activities in the District; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Plan, organize and administer the District JROTC program; review, organize and implement technical data required for development of a military curriculum; assure compliance with established rules, regulations and policies; make recommendations for change as appropriate. *E*

Organize, coordinate and direct JROTC activities for the District, including drill, rifle, and academic competitions, service learning projects, award ceremonies, military balls, JCLC's (JROTC Cadet Leadership Challenges), and other military activities and competitions. *E*

Attend and conduct a variety of meetings related to JROTC as assigned; establish and maintain relations/membership with military, local, State, and federal agencies and associations to remain current on programs and issues that affect the JROTC programs and services; communicate with Army, Navy, Air Force or Marine Corps representatives regarding program offerings and other related activities. *E*

Recruit and recommend instructors necessary to administer the JROTC program; obtain Department of the Navy, Army, Air Force or Marine Corps approval of selected instructors; maintain instructor status records for reimbursement by assigned branches of the military; monitor performance of JROTC instructors. *E*

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services. *E*

Communicate with military agencies to assure current regulations, policies and procedures are available; prepare District correspondence received from the services; prepare and maintain administration and support reference material required to be available in the District. *E*

Direct the preparation and maintenance of detailed records of department functions and activities. *E*

Train and evaluate the performance of assigned staff; provide for continuing departmental staff training programs; develop work schedules; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*

Provide technical expertise, information and assistance to the Director– College, Career, and Technical Education regarding assigned JROTC functions; assist in the formulation and development of policies, procedures and programs; advise the Director of unusual trends or problems and recommend appropriate corrective action. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned JROTC activities and personnel; conduct research, evaluation and follow-up as assigned; interpret data and modify curriculum as necessary. *E*

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; conduct inservice training programs; develop policies and procedures to encourage effective and efficient management controls. *E*

Process governmental property requests; prepare and maintain records of governmental property issued to the District; manage the Department of Defense equipment surplus and donation program for the JROTC program. *E*

Develop and prepare the annual preliminary budget for the JROTC program, clothing and supplies; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*

Serve as substitute for Navy, Army, Air Force or Marine Corps program classrooms as necessary. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in a related field supplemented by three years teaching experience.

LICENSES AND OTHER REQUIREMENTS:

Documentation for proof of service as an officer in the United States Army with a minimum rank of Lieutenant Colonel.

California Designated Subject or Special Subject Teaching Credential-Subject: Reserve Officer Training Corps (ROTC).

California Designated Subjects Supervision and Coordination Credential or an Administrative Services Credential or equivalent.

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of procedural guidelines related to JROTC programs and services.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and administer a District JROTC program and related activities for the District.

Train and evaluate the performance of assigned staff.

Review existing and pending policies related to federal, state and District laws, rules and regulations.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports.

Revised 6.20.08

Job Code 1765

Ewing