SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: ROTC Assistant
REPORTS TO: Assigned Supervisor

DEPARTMENT: Institute for Learning
CLASSIFICATION: Classified

FLSA: Non-Exempt
SALARY GRADE: 037

REVISED: October 28, 2002

BASIC FUNCTION:

Perform administrative and staff duties, accomplishing assigned projects in support of District's Army, Navy and Air Force JROTC program.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E = Essential Functions

Conduct studies of training needs; evaluate Program of Instruction; publish annual training requirements and schedules; draft and prepare correspondence (civilian and military), bulletins, handbooks, and brigade newsletters. E

Research, collect, and analyze data and prepare statistical and narrative reports. E

Maintain official Army and institutional records, reports, data, and files. E

Assist in developing, implementing, revising, and interpreting district and Army programs, policies, and procedures. E

Explain policies and procedures to staff, pupils, and public. E

Serve as office liaison and official spokesman for JROTC Program with the Department of the Army, Navy, and Air Force military and civilian officials. E

Coordinate regular and special support activities; organize all JROTC and San Diego area varsity and junior varsity rifle competitions and serve as the official scorer, arbitrator, and statistician for all rifle matches. E

Negotiate contracts for cadet transportation to special events and for the use of a variety of facilities. E

Perform final review of all contracts for correctness, completeness, and costs; select and order trophies and awards and authorize shipment of supplies for special events and competitions. E

Serve as advisor to the JROTC Cadet Club council. E

Requisition and distribute all required texts, workbooks, and other teaching materials used in the army JROTC high schools. E

Conduct inventories of sensitive items; maintain bookkeeping records for the JROTC investment account, checking account(s), and subsidiary accounts. E

Train and direct the work of assigned clerical and pupil assistants. E

Perform related duties as assigned.
MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to ten years of recent, full-time, increasingly responsible Army administrative and supply experience.

Note: The selection procedure will give first consideration to applicants who have been honorably retired from U.S. Army.

LICENSES AND OTHER REQUIREMENTS:
Possession of a valid California driver’s license.
Typing/keyboarding certificate at a net corrected speed of 25 words per minute.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Army Administration nomenclature and procedures.
Modern administrative and office management procedures and methods.
Technical aspects of field of specialty.
Reading and writing English communication skills.

ABILITY TO:
Compile, organize, and analyze data.
Maintain office records and type at a net corrected speed of 25 words per minute.
Operate standard office equipment including microcomputers and related software applications.
Exercise good judgment and responsibility.
Establish and maintain effective working relationships with all levels of district staff, pupils, and community and military organizations.
Communicate effectively orally and in writing.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Direct the work of others.

WORKING CONDITIONS:

ENVIRONMENT:
Office and outdoor setting.

PHYSICAL REQUIREMENTS:
Sufficient stamina to assist with equipment inventory functions and the extended hours during spring encampments; hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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