

## Chittenden Central Supervisory Union

### Job Description

<b>JOB TITLE:</b>	AFJROTC Aerospace Science Instructor/Program Assistant (ASI/PA)
<b>FLSA STATUS:</b>	Non-exempt
<b>UPDATED:</b>	5/21/04

**POSITION OBJECTIVE(S):** To assist the Senior Aerospace Science Instructor (SASI) in helping students learn Air Force Junior ROTC subject matter and skills that will contribute to their development as mature, able, and responsible men and women and become better citizens for America. To perform a variety of administrative, clerical, and supply duties in support of the AFJROTC program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

#### **CLASSROOM SUPPORT**

- Implements Air Force Skills Training plans and programs for students, under the general direction of SASI, working with students in specific program areas.
- Instructs Air Force Skills Training leadership education material to include military customs and courtesies, uniform wear, military organizations, followership and leadership, flag etiquette, drill and ceremony, and other skills-based AFJROTC training.
- Instructs survival skills training class.
- Adapts Air Force Skills Training classroom material/methods as appropriate to meet the needs of students in consultation with the SASI.
- Develops, compiles and organizes appropriate Air Force Skills Training instructional materials, with SASI guidance.
- Assists the SASI in implementing behavior management plans for individual students.
- Assists the SASI in evaluating student Air Force Skills Training progress, problems and needs, developing formats for student instruction and teaching strategies, and so forth.
- Corrects papers, record grades and gathers data related to student Air Force Skills Training performance.
- Demonstrates basic knowledge and understanding of students including: intellectual, social, and emotional characteristics of age group; students' varied approaches to learning; student skills and knowledge; student interests and cultural heritage; student economic influences; and student family, school and community context.
- Seeks and effectively utilizes all available school and district teaching and student resources to enhance instruction and learning.

- Accurately and thoroughly assesses student Air Force Skills Training learning using instructional goals; clearly communicates assessment criteria and standards to students; and effectively utilizes assessment results to plan for individuals and groups of students.
- Works with the SASI to create and maintain an environment that supports student learning.
- Helps create a culture for learning that fosters the importance of pride in high quality work, high expectations for achievement, and respect and rapport.
- Effectively manages student behavior by clearly communicating expectations, monitoring student behavior at all times, and successfully and respectfully responds to student misbehavior. Assists the SASI with developing and implementing effective student behavior support/modification plans as needed.
- Keeps the SASI fully apprised of student participation and performance, and classroom incidences
- Helps provides a safe learning environment for all students. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Utilizes effective instructional strategies during Air Force Skills Training designed to enhance student learning; clearly communicates procedures, directions and expectations; engages students in the discussion; maximizes student comprehension of the lesson; provides timely and constructive feedback on progress and performance; and responds to student needs by adjusting the lesson and using thoughtful alternative approaches, strategies and resources.

#### AFJROTC PROGRAM SUPPORT AND ADMINISTRATION

- Manages AFJROTC cadet uniform issue, receipt, storage, documentation, and accountability.
- Manages AFJROTC textbook issue, receipt, storage, documentation, and accountability.
- Manages AFJROTC video receipt, storage, documentation, and accountability.
- Act as the unit military property custodian (MPC).
- Maintains current office and classroom copies of AF, AFOATS, and other appropriate publications.
- Manages assigned community service and fund-raising activities to include planning, coordination, paperwork, accountability of funds, etc.
- Assist the SASI in developing and supervising curriculum-in-action trips, fund raising, and other co-curricular activities.
- Assist the SASI in evaluating student progress, diagnosing individual learning problems, and initiating corrective action, as appropriate.

- Assist the SASI in ensuring effective deployment of cadet officials and supervises cadet operations and activities.
- Assist the SASI in planning, organizing, and directing the corps organization.
- Ensure cadets participating in AFJROTC trips or visits are directly supervised at all times.
- Advise and monitor students/cadets involved in AFJROTC extracurricular activities such as Summer Leadership Training, Color Guard, Drill Team, Aviation Groups, Physical Fitness Groups, etc. Extracurricular activities and opportunities are an important part of AFJROTC.
- Performs and/or assists with a variety of general clerical tasks and projects as requested by the SASI, such as typing memos, reports, forms, and the like; scheduling appointments and meetings and making necessary arrangements; compiling data for reports; computer data entry and routine report production; sorting/coding forms; preparing purchase orders; sending out correspondences including photocopying, collating, stapling, labeling; basic filing tasks; routine record keeping and bookkeeping tasks; placing outgoing calls; distributing various written materials; opening and sorting mail; etc.

#### OTHER PROFESSIONAL RESPONSIBILITIES

- Meets Air Force and school requirements and maintain standards acceptable to the Air Force. The ASI/PA is accountable to the SASI. .
- Maintains standards (dress and personal appearance, financial responsibility, substance abuse, professional relationships, instructor/student fraternization, *etc.*) and Air Force body fat standards. The American public draws certain conclusions about military effectiveness based on the appearance presented by instructors. There must be no doubt that those affiliated with the Air Force live by a common standard and are responsive to military order and discipline.
- Wears the Air Force uniform and represent the Air Force on a daily basis.
- Maintains military decorum and appropriate NCO-officer military relationships of respect.
- Assists the SASI in planning and evaluating curriculum effectiveness and identifying program needs.
- Assists SASI in communicating/collaborating effectively with parents to keep families informed of the instructional programs and individual student progress, and effectively responds to parent concerns and engages families to help meet the educational needs of the student. Means of communication may include annual open house, observation sessions for parents, conferences, sessions for program discussion, making home visits, and other individual meetings as necessary.
- Works effectively, cooperatively and respectfully with supervisors, colleagues, subordinates, and other professionals and outside agencies.

- Actively participates in school events, workshops, in-service meetings, trainings, building level staff meetings, district meetings, and other school and district committees/projects, making substantial contributions.
- Keeps abreast of current best practices, research findings, and other developments in the field.
- Actively participates in assisting and supporting other educators and administrators in the school and/or district.
- Shows professionalism and considers "What's best for students" in serving and advocating for students, and in decision making.
- Follows and assists in upholding and enforcing school rules, administrative regulations and procedures, policies of the CCSU, and corresponding school district policies.

**SUPERVISION RECEIVED:**

Reports to and receives general administrative direction from the SASI. Evaluated by the SASI.

**SUPERVISORY RESPONSIBILITIES:**

None.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

**Education and Experience.**

- Minimum of an Associate's Degree required plus 2 to 3 years of relevant classroom experience from which comparable knowledge and skills are acquired. Seven to ten years of military experience also required.
- Has knowledge of audiovisual presentation methods, curriculum planning, Air Force educational programs, drill and ceremonies, and educational administration, including tests and measurements.
- Must be a retired Air Force noncommissioned officer (staff sergeant through chief master sergeant) with a minimum of 15 years of extended active duty and retired 5 years or less when hired as an instructor (may be waived if the applicant is otherwise exceptionally well qualified).
- Self-direction, initiative, and self-reliance are necessary criteria for success. ASI/PAs should be dynamic and have an understanding of the physical, intellectual, social, and emotional growth patterns of high school students. Must be of good moral character and have an enthusiasm for aerospace science, teaching, and the Air Force.

**Certifications and Licenses.** Must successfully complete the Aerospace Science Instructor Course (ASIC) for AFOATS certification. Certification is valid for 3 years, at which time the instructor must be recertified by AFJROTC.

Language Skills. Ability to read, analyze, and interpret common educational and technical journals, periodicals and procedures, and regulations. Ability to respond to common inquiries or complaints from parents, regulatory agencies, or members of the community. Ability to write reports, business correspondence, and procedure manuals that conform to school/district standards or regulations. Ability to effectively present information to and respond to questions from administrators, parents, peers, board members and the general public.

Mathematical/Reasoning Skills. Ability to interpret and use test results by applying math concepts such as standard error of measurement, bands of confidence, standard scores, and percentiles. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills and Experience. Good basic computer skills and experience with word processing programs required. Experience with Microsoft Office mandatory.

Communication & Interpersonal Skills. Ability to effectively, efficiently and regularly communicate and work cooperatively with a variety of individuals, including students, peers, subordinates, supervisors, parents, and representatives of outside organizations. Ability to effectively resolve conflicts and handle stress.

**PHYSICAL EFFORT AND STRESS.** Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is regularly required to see, talk and hear. The employee is regularly required to use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb steps; stoop, kneel, or crouch. The employee must occasionally lift, carry, move and/or restrain school-aged students. Employee is regularly required to handle stressful situations and resolve conflicts. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORKING CONDITIONS:** While performing the duties of this job, the employee is occasionally exposed outside weather conditions. The noise level in the work environment is usually quiet to moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.