

DECATUR CITY SCHOOLS

Office of Human Resources

212 FOURTH AVENUE, SE
DECATUR, ALABAMA 35601
www.dcs.edu



PHONE (256) 552-3000
Email: Yvette.Evans@dcs.edu

MEMORANDUM

TO: All Personnel
FROM: Yvette Evans *YVE*
DATE: March 1, 2024
SUBJECT: Army JROTC Instructor Vacancy

The following position is open and will be filled by the Decatur City Board of Education:

DECATUR HIGH SCHOOL

Army JROTC Instructor (10 months)

OPEN UNTIL FILLED

Persons interested in the above position should have a completed application in the online application system with the State of Alabama "Teach Alabama".

A link to the online system, "Teach Alabama," can be found at the Decatur City School's website: www.dcs.edu entitled "Jobs."

Once you have completed your online application, to be considered for a certain job you **MUST**:

Click on "All Jobs."

Click the "View/Apply" link next to any position for which you wish to be considered, then click the button provided to express interest.

NOTE: You will not be considered for a position if you have not expressed interest by clicking the APPLY button.

Decatur City Schools
JOB TITLE: Secondary Education Instructor
(Army JROTC Instructor)

SECONDARY EDUCATION TEACHER

SUMMARY: Instructs students in one or more subjects using various teaching methods performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Prepare course objectives and outline for course of study following curriculum guidelines or requirements of state and school.

Demonstrates the ability to decide on the best use of methods and materials to help students acquire necessary skills, taking into account the different needs and abilities of individual students.

Demonstrates qualities of patience, understanding, trustworthiness and attention to work.

Possesses a thorough knowledge of the subject matter.

Administers tests to evaluate pupil progress and records results.

Issues reports to inform parents of student progress.

Keeps attendance records.

Establishes and maintains standards of student behavior to achieve a functional learning atmosphere.

Meets with parents to discuss student progress and problems.

Participates in faculty and professional meetings, educational conferences, and teacher training workshops.

Assists pupils in selecting course of study.

Counsels students in adjustment and academic problems.

ARMY INSTRUCTOR – REQUIREMENTS SET BY THE U.S. GOVERNMENT

4-7. Instructor Eligibility

Each JROTC instructor applicant must:

- a. Be retired from active duty in the retired grades of E-6 thru E-9, WO-1 thru CWO-5 and O-3 thru O-6 with a minimum of 15 years of active service.
- b. Not have been retired from active duty more than 5 years (for initial employment) and must receive retirement pay. Eligibility may be extended to 6 years for individuals meeting the provisions of paragraph 4-16.

Secondary Education Teacher
(ROTC Instructor)
Page 2

- c. Have been discharged under honorable conditions from all previous enlistments and prior service, if any, before employment. This does not preclude applications from active duty personnel who are eligible for retirement or are within one year of retirement.
- d. Must have successfully completed college level academic coursework for a bachelor degree for the army instructor.
- e. Have a military and civil record that reflects, through evaluation reports and public records, a high degree of efficiency and effectiveness, and conduct that is above reproach. Records must reflect an overall manner of performance that would compare favorably with contemporaries if on active duty.
- f. Have no record of conviction by court martial, no record of time lost-to-be-made-good under Title 10, USC, Section 972 and no record of civil convictions except for minor traffic Offenses. Exceptions may be granted by the CG, USACC, using AR 601-210 as a guide.
- g. Be a citizen of the United States of America without ties that would reasonably influence the senior instructor to act in favor of a foreign country or a person bound to a country and have basic or critical interests opposed to those of the United States.
- h. Meet retention medical fitness standards of AR 40-501 and the initial Army screening table of weight standards of AR 40-501. Personnel not meeting those standards, such as those retired for medical reasons (Title 10, USC, Section 1201) are not eligible.
- i. Possess a minimum of '1' in the 'S' factor of the physical profile and have no record of or demonstrate emotional instability as determined by observation, official report, or screening of health records.
- j. Have no speech impediment that would detract substantially from the ability of the JROTC instructor to present easily understood instruction.
- k. Be of good moral character and have the mental ability, positive attitude, physical appearance and condition, and neatness required for favorable representation of the program and the Army in the school and civilian community.
- l. Have a general knowledge of course subject matter and demonstrated instructional ability. Award of an instructor MOS designator is not sufficient to automatically qualify.
- m. Demonstrate the professional ability to lead, motivate, and influence young men and women to learn and develop leadership, self-reliance and discipline, responsiveness to constituted authority, and attributes of good citizenship and patriotism.

- n. Have writing and verbal skills appropriate for the academic environment.
- o. Possess sufficient medical, physical, and mental fitness, and be willing to perform, participate in, and supervise activities consistent with the conduct of the JROTC program. Activities include, but are not limited to:
 - (1) Platform and student-centered instruction.
 - (2) Marksmanship training.
 - (3) Conduct of drill and ceremonies.
 - (4) Leadership training.
 - (5) Water activities.
 - (6) Climbing (stairs and ladder)
 - (7) Ability to lift and move materials up to 50 pounds in weight.
 - (8) Physical training.
 - (9) JCLC up to 2 weeks.
 - (10) Training and events outside of normal classroom hours and over weekends.
- p. Instructors who serve as Director of Army Instruction (DAIs) must:
 - (1) Be interviewed and approved by USACC.

ARMY INSTRUCTOR

4.8 Documentation required for qualification process

All applicants must submit a written application, together with supporting documents, to USACC for consideration and evaluation. The application and detailed administrative information concerning interim certification, employment, and the JROTC Program may be obtained by contacting the Instructor Management Division, JROTC Directorate (DSN 680-4001 (757) 788-4001/1-800-347-6641, or E-Mail, jrotcim@monroe.army.mil or by accessing our web portal at <http://www.usarmyjrotc.com>.

- a. All personnel must provide:
 - (1) Copy of Initial Qualification Training Certificate (Step 1). (Instructor Management will issue instructions after receipt of applicant's Application for Employment)

Secondary Education Teacher
(ROTC Instructor)
Page 4

- (2) One full page typed and signed letter stating why the applicant wants to become a JROTC instructor.
 - (3) Copy of last five consecutive evaluation reports (Includes Academic Evaluation Reports).
 - (4) Copy of Officer Record Brief (ORB), Enlisted Records Brief (ERB), or Personnel Qualification Record (PQR) for retiring or retired AGR personnel.
 - (5) Copy of Certificate of Release or Discharge from Active Duty, DD Form 214, Copy 4 (Member Copy). Active duty personnel must submit this form after retirement. For those individuals not yet retired a copy of their retirement orders, or an approved DA Form 4187, or a memorandum for officers (requesting approval for retirement).
 - (6) Take any tests, training, physical examinations, and attend interviews required by the school or the Army at the individual's expense.
- b. In addition to the requirements of paragraph a., active duty personnel must provide:
- (1) A standard DA 4x6 photograph in Army Class A uniform, taken within the last five years.
 - (2) Memorandum dated within one year stating the date of applicant's latest background investigation (not date clearance was granted). DA Form 4187s will not be accepted.
 - (3) Copy of most recent physical examination taken within the last five years.
- c. In addition to the requirements of paragraph a. above, retired personnel must provide:
- (1) A DA style 4x6 photograph in Class A uniform taken within the last year (does not have to be produced by a post photo facility). All pertinent personal information (name, rank, SSN) and date must be posted on the backside of the photo.
 - (2) Copy of physical examination, taken within the last year. If a civilian physician is conducting the examination, the abbreviated medical examination form (CC FM 211-R) may be used.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties as assigned.

TERMS OF EMPLOYMENT:

10 Month Contract.

DISCLAIMER:

The preceding job description has been designed to indicate the general nature and level of work performed by an employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of an employee(s) to this job.

The Decatur City School System does not discriminate on the basis of race, color, disability, sex, religion, national origin, or age in their programs, activities, or employment and provide equal access to the Boy Scouts and other designated youth groups. The Title IX Coordinator for Decatur City Schools is responsible for handling inquiries regarding the non-discrimination policies. The Title IX Coordinator can be reached by calling the Decatur City Board of Education at: (256) 552-3000.

DECATUR CITY SCHOOLS

Annual Salary Schedule

2023-2024

Schedule AA

Teacher

10 Months, 202 Days

Years Experience/ Step	Degree/Rank			
	BS	MA	AA	ID
0	48,336	55,571	60,498	64,256
1	48,651	55,692	60,939	64,437
2	49,052	55,842	61,387	64,877
3	54,149	61,634	67,703	71,318
4	55,216	62,748	68,810	72,427
5	55,651	63,230	69,289	72,914
6	58,335	65,600	71,845	75,572
7	58,335	66,094	72,344	76,071
8	58,649	66,592	72,839	76,565
9	59,853	67,848	74,091	77,820
10-11	60,310	68,345	74,589	78,315
12-13	61,707	69,779	76,053	79,800
14	62,059	70,134	76,413	80,151
15	62,651	70,804	77,144	80,917
16-17	63,014	71,169	77,502	82,190
18	63,914	72,068	78,402	83,011
19	63,914	72,494	78,402	83,841
20	63,914	73,219	78,970	84,680
21	64,308	73,951	79,760	85,527
22	65,850	74,692	80,558	86,382
23	65,850	75,438	81,362	87,246
24	66,564	76,193	82,177	88,118
25	66,918	76,954	82,998	88,999
26	67,587	77,724	83,829	89,890
27	68,777	78,500	84,667	90,788
28	68,946	79,287	85,514	91,697
29	69,635	80,078	86,369	92,614
30	70,331	80,880	87,231	93,539
31	71,035	81,688	88,105	94,474
32	71,746	82,506	88,986	95,419
33	72,463	83,330	89,876	96,374
34	73,187	84,164	90,774	97,338
35	73,919	85,005	91,682	98,311

12 Pay Periods
Approved: June 13, 2023