



Human Resources Office

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www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

April 10, 2025

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

ARMY JUNIOR RESERVE OFFICERS TRAINING CORPS (JROTC) SENIOR ARMY INSTRUCTOR Joppatowne High School

Under general supervision of the principal, the Army JROTC Senior Army Instructor is the chief instructor of the JROTC unit and is responsible for the overall management of the JROTC unit at the school. designs, implements, and delivers the Junior Reserve Officer Training Corps (JROTC) curriculum.

- *This is an 11-month (210 day) position.*

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE

These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

- The Senior Army Instructor, in coordination with the school Principal, will establish Standard Operating Procedures (SOPs) relating to the administration, control, and training of JROTC Cadets in the program.
- Supervises and works with the Army Instructor to ensure instructors share teaching responsibilities.
- Develops short- and long-range plans for achieving JROTC curriculum goals, gathers appropriate materials, establishes clear objectives for lessons, and formulates appropriate lesson plans during the school year.
- Prepares lesson plans and presents courses in the history, purpose and structure of the military services; ethical values and principles of good citizenship; leadership; physical fitness; and military drills and formations and administers, and grades assessments and provides feedback.
- Prepares and maintains administration and support reference materials required to be available in the school by law and regulations. Submits requests to brigade for distinctive unit insignia and school patches.
- Monitors attendance and counsels students as needed.
- Maintains accountability of all equipment, IAW AR 710-2.
- Maintains accurate and complete records as required by law, HCPS policy, and administrative regulation.
- Assists the administration in implementing all policies and rules governing student life and conduct and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Plans a program of study that understands and takes into account the needs, interests, and abilities of individual students.
- Establishes learning objectives consistent with appraisal of student needs, requirements of HCPS curriculum framework, and knowledge of human growth and development.

- Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Organizes, supervises, and participates in extracurricular activities for JROTC cadets to include color guard, drill teams, and other special activities.
- Attends staff development, department meetings, and other professional activities as assigned.
- Interprets data from the Army and other agencies to assist in:
 - Developing favorable public relations.
 - Improving instruction.
 - Implementing Army policies in the classroom.
 - Coordinating and integrating JROTC with other school departments and community agencies








ACADEMIC DRILL AND PHYSICAL TRAINING:

- Assists and accompanies students on summer camps and field trips, assisting with curriculum development and inventorying materials required to support the activities.
- Counsels students on aspects of military service.
- Assesses cadets uniform and military bearing.
- Instructs and assesses military and leadership drill components.
- Assists with ceremonies at company/battalion formations.
- Assists with organizing community service activities.
- Hosts events including drill, field, rifle, and academic competitions.
- Performs other work-related duties as assigned.

SALARY

- This is an eleven-month position. Salary range based on the FY 2024-2025 HCEA Salary Schedule for Certificated Teacher Personnel Bachelor's Degree Plus Salary (Step P): \$97,368. Salary is determined by the guidelines provided by the United States Army annually.
- Full salary schedules can be found at <https://www.hcps.org/departments/humanresources/vacancies.aspx>
- HCPS offers an expansive benefits package including medical, vision, dental, life insurance, retirement savings, pension, paid time off, and more.
- For a complete list of benefits, please visit the Employment Benefits section: <https://www.hcps.org/departments/HumanResources/Default.aspx>
- For more information on holidays and paid time off, please refer to the Holidays and Leave Provisions sections of the HCEA Negotiated Agreement: <https://www.hcps.org/boe/collectivebargaining.aspx>
- FLSA: Exempt

TRAINING AND EXPERIENCE REQUIRED

-  Hold a Bachelor's degree or higher at time of application. Master's degree or higher is preferred.
-  Applicant must be approved by US Army as a JROTC Instructor prior to employment with HCPS.
-  By military regulations, the Senior Army Instructor is to be an officer who has separated/retired within the past 5 years or currently serving Traditional Guardsmen or Reservists with a minimum of 10 years cumulative honorable service in the grades of W-1 through W-5 or O-3 through O-6.
-  Proficient in the use of computer technology, including Microsoft Office Suite software programs, and related communications technology.
-  Strong interpersonal and oral/written communication skills.
-  Excellent planning and organizational skills.
-  The physical requirements include being able to sit or stand for an extended period of time, sufficiently mobile to ensure the safety of students, speak clearly so that others may understand clearly, and hear and understand speech at normal levels.

HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at www.hcps.org. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

DEADLINE

Online employment applications will be accepted for this vacancy until the position is successfully filled. **Candidates who apply by Tuesday, April 22, 2025, will receive immediate consideration.**

The Board of Education of Harford County is committed to providing an inclusive and welcoming environment for all employees and applicants. We adhere to the principles of equal opportunity in all aspects of employment and do not discriminate on the basis of race, color, national origin, sex (including pregnancy and related conditions, sexual orientation, and gender identity), religion, disability, age, genetic information, or any other characteristic protected by applicable federal, state, or local laws.

In accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964, the Board of Education of Harford County prohibits discrimination based on sex, race, color, national origin, religion, or any other protected characteristic in any program or activity it operates. The Board of Education of Harford County encourages applications from all qualified individuals.

Inquiries or concerns about your rights related to Title IX can be directed to our Title IX Coordinator, Dr. Eric Davis, at 102 South Hickory Ave, Bel Air, MD 21014, 410-588-5202, or TitleIX@hcps.org. Inquiries related to your rights under Title VI or Title VII can be directed to our Coordinator of Investigations, Ms. Renee McGlothlin, at 410-809-6087 or Renee.McGlothlin@hcps.org. Harford County Public Schools' non-discrimination policy can be accessed here: [NON-DISCRIMINATION POLICY: \(hcps.org\)](http://www.hcps.org) and found on the HCPS website under Board of Education Policies and Procedures. Harford County Public Schools' non-discrimination statement can be accessed here: [NON-DISCRIMINATION STATEMENT: \(hcps.org\)](http://www.hcps.org) and found on HCPS' homepage.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE