

## AFJROTCI 36-2004 13 NOVEMBER 2008

### 1.2. Job Descriptions and Job Specifications of AFJROTC Instructors:

1.2.1. Senior Aerospace Science Instructor (SASI). The SASI is usually the senior officer instructor assigned (by rank). When two officers of equal rank are assigned to an AFJROTC unit, the principal (or designated administrator) will normally designate the officer with the greater seniority at the unit as the SASI. However, the principal (or designated administrator) may consider academic degree level, teaching experience, and personal desires in designating the SASI. Administrative, logistical, and financial support tasks are shared by all instructors as additional duties.

1.2.1.1. Job Description. The SASI manages and administers the AFJROTC program IAW DOD, Air Force and AFJROTC instructional guidance, under supervision of the school principal or other designated school official.

1.2.1.1.1. Supervise and assign work to Aerospace Science Instructors (ASI). Reviews and monitors the course plan of each instructor.

1.2.1.1.2 Supervise the administrative, logistical, and financial management of the unit.

1.2.1.1.3. Ensure the integration of the AFJROTC program into the school environment by cooperating with school, community, veterans, and parental groups; participating in student information programs and public service actions; and establishing aerospace science as an integral academic and administrative part of the institution.

1.2.1.1.4. Give AFJROTC presentations to local schools.

1.2.1.1.5. Provide introductory briefing on AFJROTC, to include school and Air Force contract agreement, to newly assigned principal/superintendent.

1.2.1.1.6. Interview, evaluate and recommend applicants applying for AFJROTC instructor duty by completing the AFJROTC Form 102, *Interview of AFJROTC Instructor Applicant*.

1.2.1.1.7. Develop and supervise curriculum-in-action (CIA) trips, fund raising, and other co-curricular activities. **NOTE: Extra-curricular activities are a critical component of a successful AFJROTC unit. Operation and supervision of extracurricular activities are to be considered a shared responsibility between both the SASI and ASI.**

1.2.1.1.8. Maintain liaison with Air Force representatives in logistics, finance, and academic areas to ensure effective utilization of Air Force resources.

1.2.1.1.9. During student summer vacations, SASIs and ASIs under contract may teach aerospace science and leadership education courses; conduct leadership seminars and drill practices; plan and conduct Summer Leadership Schools (SLS); establish a cadet summer work program with aerospace industry or Air Force installations; update curriculum materials and lesson plans; develop associated media aids; organize regional AFJROTC instructor workshops; attend AFJROTC workshops; solicit assistance from support base personnel; contact government surplus agencies; and brief civic groups, parent-teacher organizations, and military and school officials.

- 1.2.1.1.10. Sponsor new units in the area.
  - 1.2.1.1.11. Plan, organize, and instruct aerospace science and leadership education courses. Determines the number of hours for each course of instruction and organizes a curriculum model to complement the local school curriculum plan.
  - 1.2.1.1.12. Instruct students by lecture, guided discussion, lecture and discussion, student briefing or report, student panel, teaching interview, guest lecture, team teaching, demonstration-performance, role playing, and brain-storming using large and small group interaction.
  - 1.2.1.1.13. Employ models, graphs, slides, maps, periodicals, films, filmstrips, charts, transparencies, chalkboard, handouts, and other aids to facilitate student learning.
  - 1.2.1.1.14. Develop course syllabi, daily and weekly lesson plans, assignments, demonstrations, training aids, reference materials, and any related data to accomplish course and lesson objectives. Lesson plans will be in the format directed by the school. When the school does not specify a particular format, instructors must use the format outlined in the AFJROTC Curriculum Guide.
  - 1.2.1.1.15. Evaluate student progress, diagnoses individual learning problems, and initiates corrective action, as appropriate. Encourages students, through proactive counseling, to complete high school and pursue higher education goals.
  - 1.2.1.1.16. Confer with Holm Center/CR regarding course planning and content, examination procedures, scheduling difficulties, teaching methods and techniques, and other related areas.
  - 1.2.1.1.17. Consult with the principal (or designated administrator) on the priority of AFJROTC within the school and the requirement for space and equipment support for the unit.
  - 1.2.1.1.18. Evaluate the aerospace science and leadership education program to determine whether Air Force and school objectives are accomplished.
  - 1.2.1.1.19. Coordinate with Holm Center/CR and school officials to ensure AFJROTC accreditation.
  - 1.2.1.1.20. Ensure effective development of cadet officials and supervises cadet operations and activities. Plans, organizes, and directs corps organization.
  - 1.2.1.1.21. If necessary, coordinates installation visits with installation commanders or their designated representatives for support and services.
  - 1.2.1.1.22. Ensure cadets participating in AFJROTC sponsored trips, events, drill competitions, etc. are directly supervised by one of the AFJROTC instructors.
- 1.2.1.2. Job Specifications. The SASI:
- 1.2.1.2.1. Has knowledge of audiovisual presentation methods, curriculum planning, Air Force educational programs, drill and ceremonies, and educational administration, including tests and measurements. **Administrative, logistical, and financial supports tasks are shared by all instructors as additional duties.**
  - 1.2.1.2.2. Possess a baccalaureate or higher degree, preferably in education, management, or science. The school district is encouraged to base annual financial compensation above the minimum instructor pay (MIP) amount on the established teacher salary schedule for advanced degree(s) and teaching experience. Further consideration should be given to compensation for instructor participation in extracurricular

AFJROTC activities. **NOTE: States and/or school districts may require instructors to complete additional teacher certification or continuing education requirements above AFJROTC instructor certification for employment.**

1.2.1.2.3. Is a retired Air Force officer (captain through colonel) with a minimum of 20 years extended active duty or retired gray-area Air Force Guard or Reserve members with a minimum of 3,600 retirement points; be retired 5 years or less when hired as an instructor (may be waived up to 10 years from date of retirement if the applicant is otherwise exceptionally well qualified and based on the needs of AFJROTC); and served the last year of active duty as an officer.

1.2.1.2.4. Must complete the JROTC Academic Instructor Course (JAIC), to include computer literacy and basic skills assessment for certification. Certification is valid for 3 to 5 years as determined by AFOATS/JR, at which time the instructor must be recertified by accomplishing one of the recertification options listed in Chapter 2.

1.2.1.2.5. Must possess self-direction, initiative, and self-reliance as traits necessary for unit success. Instructors 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.