

# California Military Institute

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Board Approved: October 21, 2015  
Salary Schedule: 241

The California Military Institute provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the California Military Institute (CMI) policy. A physical examination and drug screen may be required of all finalists before employment.

## **JOB TITLE: MILITARY SCIENCE INSTRUCTOR**

### **JOB PURPOSE STATEMENT:**

Under the supervision of the Commandant/Principal of the California Military Institute (CMI), the Military Science Instructor (MSI) will direct, coordinate, and facilitate the activities of the Corps of Cadets as it pertains to creating and maintaining a military environment. In addition, the MSI will coordinate any and all California Cadet Corps (CCAC) requirements, events, trainings, and other related tasks as they apply and relate to CMI's site Cadet Corps. Also provides an atmosphere and an environment conducive to intellectual, physical, and social/emotional development of individuals to ensure success for every student.

### **JOB FUNCTIONS:**

- Implements and Complies with all regulations associated with the California Cadet Corps (CACC)
- Advises Commandant/Principal on policies and procedures unique to the Military Science component of CMI
- Coordinates with Active Duty Sponsor units to promote CMI's Corps of Cadets
- Liaison with all local veteran groups (VFW, etc...) to promote CMI's Corps of Cadets
- Coordinates with Riverside National Cemetery to provide Memorial Honor Detail (MHD) support
- Teaches Military Science classes and other related classes in subject matter areas
- Utilizes an adopted course of study, instructional program guidelines, and other, materials in planning and developing lesson plans and teaching outlines
- Conducts teaching and instructional activities using educational equipment, materials, books, and other learning aids

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- Pursues a variety of methodology in teaching and instructing students, including lectures, demonstrations, discussions and project based materials and outcomes
- Reviews, analyzes, and evaluates the history, background and assessment of students in designing instructional programs to meet the individual educational needs of each
- Knows the principles, theories, methods, techniques, and strategies pertaining to teaching and instruction
- Maintains appropriate standards of student behavior, using behavioral management strategies and techniques, including positive reinforcement and behavior shaping procedures
- Works with CMI's Training and Counseling (TAC) leaders and teachers to train and implement the Military Science component and military science aspect to the Corps of Cadets
- Coordinates participation in all local and surrounding area veteran's activities, parades, etc...
- Liaison for PUHSD Military Science meetings and joint functions as well as surrounding area Military Science units
- Coordinates CMI's Corps of Cadets activities with other community and military organizations, including, but not limited to, participation in community service activities, participation in parades and celebrations, participation in military competitions, and participation in CACC activities
- Serves as Subject Matter Expert (SME) on all military matters for staff and in training and instructional development for staff
- Maintains good relations with site personnel, district personnel and the Corps of Cadets
- Ensures accountability of all related equipment, including, but not limited to clothing and related equipment, unit equipment (guidons, etc...), air rifles, and other related items requiring both formal and informal inventory
- Continually conduct public information campaigns to educate local area elementary, middle and high school students as well as community members, civic groups, parent-teacher groups and other personnel to better understand the role and purpose of CMI and the CACC
- Performs other duties as assigned by the Commandant/Principal

### PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines

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- Able to communicate and obtain information in English
- Able to walk, look downward, turn neck, sit, bend, stoop, squat, reach, push, pull, kneel, crawl, grasp/manipulate, lift items up to 10 pounds (frequently), carry up to 10 pounds (occasionally), lift/carry up to 40 pounds (infrequently).

**JOB QUALIFICATIONS:**

**Education:**

- High School Diploma or equivalent required. Bachelor's degree desired.

**Experience:**

- Substantial leadership experience with the Armed Forces of the United States as a senior NCO or officer
- Demonstrated abilities to develop leadership qualities in members of the Corps of Cadets
- Demonstrated ability to plan and conduct staff development training

**Licenses, Certifications, Bonding and/or Testing:**

- Possession of, or ability to obtain prior to employment, a valid California preliminary (three) or clear (five year) Designated Subjects Teaching Credential in the appropriate Subject Area
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

**EMPLOYMENT STATUS:**

- Certificated CMITA Union Position