

California Military Institute

Board Approved: July 18, 2007

Revised: August 17, 2016

Salary Schedule: 281; Row: 9

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: **MILITARY ADVISOR**

JOB PURPOSE STATEMENT: Under the supervision of the Commandant/Principal of the California Military Institute, the Military Advisor will assist in the implementation of activities of the California Cadet Corps CACC (CMI) as it pertains to creating and maintaining a military environment.

JOB FUNCTIONS:

- Maintains the uniform implementation and issuance process for the site.
- Implements and complies with the regulations of the CACC
- Monitors promotion standards as set forth by the CACC and Commandant/Principal.
- Maintains a Cadet leadership structure that is self-sustaining and provides opportunity for cadets to learn and practice leadership skills
- Coordinates school activities with a variety of community and military organizations including, but not limited to, participation in community service activities, participation in parades and celebrations, participation in military activities and competitions, and participation in activities of the California Cadet Corps
- Serves as a resource for staff instructors on military subject matter and provides specific staff development sessions to train staff instructors on military issues.
- Assists with the monthly Memorial Honor Detail (MHD), drill team, rifle team and marksmanship team as needed.
- Conducts verbal conversations, writes, and reads in English.
- Performs other duties as assigned by the Commandant/Principal

JOB TITLE: MILITARY ADVISOR

Page 2 of 2

JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma

Experience:

- Substantial leadership experience within the Armed Forces of the United States at either a senior NCO or officer level.
- Demonstrated ability 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:

- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Non-Union Position