

Army Instructor (AI) Functions and Responsibilities

The Army Instructor (AI) is a member of the JROTC department and instructor of the JROTC unit. **Candidates for this position must possess at least an AA or AS degree and must be certified by Cadet Command.**

The AI will perform the following functions and responsibilities:

- Enforce Cadet Command guidance and school rules, regulations and policies while assisting the Senior Army Instructor (SAI) in maintaining good order and discipline within the JROTC unit.
- The AI will provide advice to the SAI as they work together as a team to accomplish the JROTC mission while promoting school rules, regulations and policies.
- Maintain good relations with school authorities, faculty and the student body.
- Assist the SAI in the conduct of a public affairs campaign in the local area middle and elementary schools, among school and community officials, civic groups, parent-teacher groups and other individuals or groups.
- Assist in recruitment and retention of JROTC students while executing the curriculum and the integrated extra-curricular activities.
- Follow and execute yearly training guidance provided by the SAI.
- Maintain contact with parents of all cadets experiencing academic or behavioral problems.
- Assist the SAI to Ensure JROTC unit areas are neat and orderly; current chain of command photos are posted; cadet creed, core abilities and mission statement are present; and all sensitive items are secured and are inventoried regularly.
- Share teaching responsibilities among all JROTC instructors in the unit. Instructors should teach by expertise and preference in subject areas rather than by Leadership Education and Training (LET) levels. The AI is responsible for teaching JROTC curriculum.
- Assist in maintaining all necessary documents and information to adhere to regulatory requirements and school guidance.
- Assist the SAI in maintaining accountability of all equipment including, but not limited to, items requiring formal and informal accountability, as well as durable items costing \$5,000 or less, i.e., automation, computers, audiovisual equipment, etc.