

Caddo Parish JROTC Standard Operating Procedures

Chapter 3 – Instructor Training and Education

Section 1 – Instructor Certification and Training

- 1-1. **General:** The purpose this is to provide guidance to plan and execute JROTC instructor certification training and professional development. Instructor training encompasses three phases: Initial Qualification, Certification and Re-Certification. In addition to these requirements, professional development is an important part of instructor development.
- 1-2. JROTC Instructors who fail to meet the below educational and certification requirements risk being in violation of CCR 145-2, Chapter 8, resulting in de-certification by Cadet Command.
- 1-3. New instructors must complete the following, a distance learning course and the resident course within twelve months of hire.
- (a) **Distance Learning Basic Course (DLBC):** This is a distance learning course and is the prerequisite to attend resident training courses. This course must be completed within six months of hire. This course orients new instructors to the JROTC program and the roles and responsibilities of working within a secondary learning institution. The goal is to develop foundational skills for computer literacy and a working knowledge of secondary educational concepts, trends, and issues.
 - (b) **JSOCC Instructor Training Course – Basic:** This course must be completed within twelve months of hire. This is a five-day resident course conducted at Fort Knox, Kentucky. The purpose is to provide new instructors with a hands-on environment to develop the skills and techniques required to execute the JROTC program in support of both JROTC and school goals. The DAI will schedule this course for you through 6th Brigade.
- The Resident Certification Course (RCC) provides opportunities for instructors to train with the latest classroom technology, curriculum materials, innovative classroom teaching strategies and other educational tools currently available in the training and education environment. JSOCC trainers and select staff will model research-based instructional practices, strategies, and techniques needed to accomplish the mission.
- 1-4. Re-Certification: To maintain certification, JROTC instructors must complete the Advanced Distance Learning Course and a resident JSOCC Instructor Training Course – Advanced (ITC-A). The instructor must also attend an annual brigade workshop once every five years to maintain certification.

Caddo Parish JROTC Standard Operating Procedures

- (a) **Distance Learning Advanced Course (DLAC):** This distance learning course must be completed within two years of hire. There are four online courses that are designed to allow instructors to apply classroom experiences to emerging theories, strategies, and techniques in the areas of secondary education issues and trends:
- (1) Z EDU 106 Secondary Methods
 - (2) Z EDU 107 Learning and the Brain
 - (3) Z EDU 108 Educational Psychology
 - (4) Z EDU 109 Classroom Management
- (b) **JSOCC Instructor Training Course – Advanced (ITC-A):** All JROTC Instructors must attend this course upon five year of hire and every five years thereafter. This resident course is designed to provide instructors with updated learning strategies, teaching techniques, and advanced instructional strategies to support their continued certification requirements. The DAI will schedule this course for you through 6th Brigade.

Section 2 – Professional Development Training

- 2-1. **General:** Professional Development. JROTC Instructors are expected to take advantage of every opportunity to stay abreast of the latest instructional strategies, teaching techniques and learning strategies. These opportunities include participation at professional organizational conferences and workshops, teacher in-service training, brigade workshops, distance learning courses and participation in professional education organizations.
- 2-2. Instructors are **required to review the distance learning courses periodically** to remain professionally current with new material, new courses, and new requirements.
- 2-3. Annual training will be conducted, as funds permits, to enhance the skills of instructors in unit inspection procedures, instructional techniques and innovative teaching strategies. The training will be executed through seminars, educational workshops and TNET/VTC.

The Senior Army Instructor (SAI) or Army Instructor (AI) will attend the training on a rotating basis. The DAI's attendance will not satisfy the requirement for subordinates' annual brigade instructor training.

The agenda for the training will be developed by Brigade under the direction of the U.S. Army Cadet Command JROTC staff. All JROTC instructors are required to attend annual brigade training a minimum of once every three years to retain their JROTC certification.

- 2-4. **School/District Professional Development Training:** JROTC instructors are expected to adhere to requirements imposed on other faculty members by principals or superintendents and should participate in in-service activities, as required.

Caddo Parish JROTC Standard Operating Procedures

- 2-5. **USACC Logistics Course:** This unit-focused logistics training course is primarily for personnel who work in the JROTC unit's supply area and GPC card holder and billing officials. The course will certify individuals in the procurement, inventory and accountability of government property.

Section 3 – Mandatory Training

- 3-1. The Caddo Parish Director of Army Instruction (DAI) will conduct annual in-service training. Every JROTC instructor is required to attend this training in order to remain certified. JROTC instructors should plan and schedule their absences around this in-service in order to avoid missing re-certification related training.
- 3-2. JROTC Instructors are required to complete courses offered on the JROTC Portal as directed by:
- (a) U.S. Army Cadet Command
 - (b) ROTC 6th Brigade
 - (c) Caddo Parish Director of Army Instruction
- 3-3. JROTC Instructors must complete the below mandatory annual Distance Learning Courses and provide a copy of the Course Certificate to the DAI office to be placed in the instructor's records.
- (a) **JROTC 28 – TNG 103 Ethics:** All instructors must complete this training course through ALMS (*Army Learning Management System*).
 - (b) **Professional Ethics and Prevention of Educator Misconduct:** All instructors must complete this training course through the JROTC Portal.
 - (c) **JROTC 29 – TNG 104 Marksmanship:** This is an annual requirement for all Rifle Coaches and SAIs (*Through ALMS*).
- 3-4. **JROTC Marksmanship Instructor Course (JMIC):** This course is offered online and is required for all JROTC Rifle Coaches and Senior Army Instructors (SAIs):
- (a) Re-certification for this course is every three (3) years.
 - (b) The Rifle Coach and SAI must provide a copy of the Course Certificate to the DAI.
- 3-5. JROTC Instructors must provide documentation of all course completion to the office of the Director of Army Instruction (DAI) to be placed in the instructor's records.