

ARMY

JOBS

HOOVER HIGH SCHOOL

Leadership Duty and Job Descriptions

SAI GUIDANCE

ARMY

This SOP sets policy, assigns responsibilities and provides guidance for the JROTC cadets.

Mission

Cadet's Leadership is required to help the JROTC instructors meet the Cadet Command JROTC mission "To motivate young people to become better citizens." Cadets will continually strive to meet or exceed all expectations and/or requirements set forth in Cadet Command Regulations and Policies. The Hoover JROTC 2nd Battalion will be a strong supporter of the school and community through various support activities.

*"To Motivate
Young People
to be Better
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Battalion Commander

Duties and responsibilities include, but are not limited to the following:

- a. Perform as the primary liaison between the JROTC instructors and the JROTC cadets for all operations beyond the normal classroom instruction.
- b. Coordinate with the JROTC instructors and provide guidance to the JROTC staff and leadership for the planning and execution of all JROTC events.
- c. Command the Battalion, by taking responsibility for everything the Battalion accomplishes or fails to accomplish and making use of the subordinate chain of command to conduct all operations.
- d. Develop goals for the Battalion, and oversee the progress towards those goals.
- e. Lead by example; the primary role model for appearance, behavior, and attitude for the entire Battalion.
- f. Coordinate with the JROTC instructors to be the final decision authority for JROTC staff actions, promotion boards, and JROTC cadet issues.
- g. Be prepared to be the primary briefing officer for all JROTC briefings. The Battalion Commander will brief either the last Service Learning Project completed, or the up coming Service Learning Project.

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Duties and Responsibilities

Battalion Command Sergeant Major

Duties and responsibilities include, but are not limited to the following:

- a. Be the Battalion coordinator for all drill and ceremonies.
- b. Advise the Battalion Commander on issues pertaining to cadets.
- c. Attend JROTC staff meetings and provide input as necessary to insure that the interests of cadets are represented.
- d. Schedule and provide oversight of the daily flag detail.

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Battalion Executive Officer

Duties and responsibilities include, but are not limited to the following:

- a. Take command of the Battalion in the Battalion Commander's absence.
- b. Supervise the JROTC staff.
- c. Coordinate with the JROTC instructors and the Battalion Commander to prioritize staff actions.
- d. Coordinate with the S3 to insure the JROTC instructors' and Battalion Commander's JROTC calendar of upcoming events is current at all times.
- e. Lead the weekly Command and Staff meetings.

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Battalion S1

Duties and responsibilities include, but are not limited to the following:

- a. Ensure that all requirements on the S1 section of the Cadet Formal Inspection checklist are met at all times.
- b. Maintain active cadet records in the JUMS program.
- c. Maintain inactive cadet records in JUMS, or paper copies for cadets not entered in JUMS as required.
- d. Produce JUMS generated orders for all promotions and cadet awards.
- e. Maintain cadet administrative records, and ensure they contain all required documents.
- f. Coordinate with the Company Commanders to ensure cadet portfolios are being checked against the current Cadet Command standards.
- g. Maintain copies of the Battalion's Assistance Visits and inspection checklists for the past three years.
- h. Attend cadet staff meetings, and be prepared to discuss any JROTC issues from the S1 perspective.

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Battalion S2

Duties and responsibilities include, but are not limited to the following:

- a. Ensure that all requirements on the S2 section of the Cadet Formal Inspection checklist are met at all times.
- b. Maintain the weekly and monthly “Security Checklists”.
- d. Produce Key control access to Arms Room: identified names of authorized personnel.
- e. Issue and maintain Cadet’s “weapons Card” for Drill and Color Guard Teams.
- f. Coordinate with the Company Commanders to ensure that each “Risk Assessment” worksheet is briefed to Leaders, prior to any major events.
- g. Maintain copies of the “Risk Assessment” worksheets for each respective events during the School Year.
- h. Attend cadet staff meetings, and be prepared to discuss any JROTC issues from the S2 perspective.

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Battalion S3

Duties and responsibilities include, but are not limited to the following:

- a. Ensure that all requirements on the S3 section of the Cadet Formal Inspection checklist are met at all times.
- b. Produce and maintain the JROTC upcoming events calendar.
- c. Produce and publish the weekly training schedules.
- d. Produce and publish planning documents for all JROTC activities, not later than two weeks prior to the activity.
- e. Maintain file copies of all coordination with the school and community for any support requested by the Hoover High School JROTC 2nd Battalion.
- f. Coordinate with the JROTC instructors to process, prioritize, and plan all requests for JROTC cadet color guards, competitions, community support, and service learning projects.
- g. Update the Unit Report in the JUMS program after every Unit Report event executed by the Hoover High School 2nd Battalion.
- h. Attend cadet staff meetings, and be prepared to discuss any JROTC issues from the S3 perspective.
- j. Update and maintain Cadet Challenge information in the JUMS program.

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Battalion S4

Duties and responsibilities include, but are not limited to the following:

- a. Ensure that all requirements on the S4 section of the Cadet Formal Inspection checklist are met at all times.
- b. Coordinate with the JROTC instructors to input all JROTC equipment and uniform information into the JUMS program.
- c. Produce and maintain a signed, JUMS generated, clothing record for every active cadet.
- d. Maintain an accurate inventory (shelf) of all JROTC uniform items. Primary system is the JUMS program; secondary system is a manual inventory maintained in the Supply Room.
- e. Coordinate with the JROTC instructors to ensure that the hand receipts matches the number and serial numbers of the items on hand.
- f. Organize and maintain the Supply Room in an efficient manner; and ensure the area is free from safety or fire hazards.
- g. Tag all government equipment to distinguish it from school property.
- h. Attend cadet staff meetings, and be prepared to discuss any JROTC issues from the S4 perspective.

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Battalion S5

Duties and responsibilities include, but are not limited to the following:

- a. Ensure that all requirements on the S5 section of the Cadet Formal Inspection checklist are met at all times.
- b. Coordinate with the JROTC instructors establish and maintain a Hoover High School JROTC 2nd Battalion web site.
- c. Produce and publish quarterly JROTC newsletters that inform cadets, students, parents, and school administrators of past, current, and future JROTC activities and accomplishments.
- d. Coordinate to have JROTC information published in the school and local newspapers. Maintain documentation of all requests for articles and published articles.
- e. Maintain the JROTC bulletin board in the primary hall way to advertise JROTC activities and promote higher enrollment.
- f. Coordinate with the Year Book Staff to have the JROTC pages published in the Year Book.
- g. Coordinate with the JROTC instructors, S3 and elementary schools to conduct Feeder School visits to each Feeder School at least twice a year.
- h. Attend cadet staff meetings, and be prepared to discuss any JROTC issues from the S5 perspective.

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Company Commanders

Duties and responsibilities include, but are not limited to the following:

- a. Command the Company, by taking responsibility for everything the Company accomplishes or fails to accomplish and making use of the subordinate chain of command to conduct all operations.
- b. Coordinate with the Battalion Commander and the Battalion Staff to organize and direct Company personnel to accomplish all required activities.
- c. Lead by example; the primary role model for appearance, behavior, and attitude for the Company.
- d. Ensure that all cadets in the Company are maintaining JROTC cadet portfolios, and they contain the minimum requirements as stated in CCR 145-2, Chapter 2.
- e. Inspect cadets in the Company to insure they meet appearance standards.
- f. Coordinate with the Hoover High School JROTC 2nd Battalion CSM and S1 for cadets in your Company for merits and demerit updates.
- g. Recommend cadets for the promotion board.

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Company First Sergeants

Duties and responsibilities include, but are not limited to the following:

a. Assist the Company Commander to oversee Company activities and tasks.

b. Perform as the primary drill and ceremony instructor for the Company.

c. Lead by example; the primary role model for appearance, behavior, and attitude for the Company.

d. Assist the Company Commander to ensure that all cadets in the Company are maintaining JROTC cadet portfolios, and they contain the minimum requirements as stated in CCR 145-2, Chapter 2.

e. Inspect cadets in the Company to insure they meet appearance standards.

f. Coordinate with the Hoover High School JROTC 2nd Battalion CSM and S1 for cadets in your Company for merits and demerit updates.

g. Recommend cadets for the promotion board.

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