



RESPONSIBLE OFFICE: JROTC Department/Human Resources Department

PURPOSE

This procedure will describe the process for the hiring of JROTC Instructors.

DEFINITIONS

JROTC: Junior Reserve Officer Training Corp.

Military Service Command: The Army, Navy, and Air Force Commands that govern the appropriate JROTC program within the WCSD.

HR: Human Resources

WCSD: Washoe County School District

RTH: Request to Hire

PROCEDURE

1. The District JROTC Office will post the open position on the appropriate military service website.
 - a. JROTC vacancies are posted nationally and not on the WCSD website.
2. Applicants that are interested in applying for an open JROTC position must contact the District JROTC Office directly, not the school site.
 - a. If an applicant expresses interest at the school site level, the Administrator should notify the District JROTC Office of applicant interest.
3. The District JROTC Office will assist applicants with the development of their JROTC Application Packet, assist the applicant through the JROTC hiring process, and ensure certification through the appropriate Military Service, the State of Nevada, and Washoe County School District is obtained.
 - a. A JROTC Application Packet will provide the School Hiring Board with information regarding qualifications and certification by the appropriate Military Service.
 - i. A candidate must be certified by the District JROTC Office prior to going forward with any actions.

- ii. The Military Service Certification process may take several months to complete.
 - b. Throughout the certification and hiring process, the candidate can expect to provide (at their own expense) his/her fingerprints to the appropriate Military Service Command, the State of Nevada, and the Washoe County School District.
 4. Once the applicant is certified, the District JROTC Office will contact the school with the JROTC Instructor vacancy. The District JROTC Office will provide the School Hiring Administrator with a list of the best qualified applicants and JROTC Application Packets.
 5. The School Hiring Administrator will establish an interview committee. The committee is comprised of a minimum of three committee members.
 - a. The interview committee should consist of JROTC personnel (Senior Instructor or Assistant Instructor, DAI or DAI Representative) and may also include administrators, teachers, community members, support staff, staff from other departments, etc.
 - b. The School Hiring Administrator should plan to meet with committee members prior to the interview.
 6. The School Hiring Administrator will contact the applicant(s) and schedule the interview(s).
 - a. The School Hiring Administrator is responsible for the interview paperwork as outlined on the Certified Hiring Checklist and will provide each committee member with an interview packet.
 - b. The School Hiring Administrator is responsible for informing interviewed candidates regarding their selection or non-selection.
 - c. The School Hiring Administrator will also send all testing materials (if applicable), screening documents, interview notes, interview report form, confidentiality agreements, ranking sheets, etc. to HRPostingHiring@washoeschools.net as outlined on the Certified Hiring Checklist.
 7. Once the board has selected a candidate, the School Hiring Administrator will notify the JROTC Department of the selection and return all JROTC Application Packet(s) to the District JROTC Office.

8. Once the District JROTC Office has been notified of the selected candidate, the District JROTC Office will contact the selected candidate and have them complete a Washoe County School District online certified application.
9. Once a candidate is selected, the District JROTC office will notify the JROTC HR Generalist of the selected candidate and name of person being replaced, if any. The JROTC HR Generalist will submit a Request to Hire form via Searchsoft.
 - a. The District JROTC Office will complete and submit an Intent to Hire Letter to the respective Military Command Center and JROTC HR Generalist.
 - i. The Intent to Hire Letter will include name, rank, SSN, position, date of military retirement, date of certification, highest education level, date of initial employment on a cost share basis, beginning and ending date of contract, and type of contract.
 - b. The District JROTC Office will assist the new hire with submitting any required military forms (DD2767, etc.) to establish the JROTC cost share contract with the military and WCSD.
 - i. When possible, contract start dates should be the 1st of the month their contract starts and end the last date of the month their contract ends.
10. Once the JROTC HR Generalist is in receipt of the Intent to Hire letter, they will contact the new hire to begin the onboarding and orientation process.
 - a. New Army Instructors must have a CNACI (Child Care National Agency Check with Inquiries) clearance before they can be placed on military and district contract.
 - i. New Instructors may also be given LOSS (Line of Sight Supervision) clearance, which allows the new hire to start in the classroom prior to the return of the required CNACI clearance.
 - ii. Only instructors with a LOSS or CNACI clearance may start in a teaching capacity (I.e., long-term sub, contracted teacher respectfully).
 1. Due to the extensive military clearance process (CNACI), WCSD does not require the Instructor to have an active JROTC teaching license to be placed on contract like other certified staff.

2. A substitute license is required to be placed as a Substitute Teacher prior to the establishment of a cost share contract.
 - b. The JROTC HR Generalist will add New Instructors to the orientation roster, upon receipt of Intent to Hire Letter, so the WCSD background process can begin.
11. Once the military entity approves the JROTC cost share contract, they will provide the New Hire and JROTC Operations NCO with a New Hire Letter which will include: the approval of the military contract, the cost share details (10-,11- or 12, month contract), the start date of the contract, and the Minimum Instructor Pay (MIP) amount.
 - i. The New Hire letter must be provided to the JROTC HR Generalist to begin WCSD contract pay.
 1. The New Hire Instructor must have completed all onboarding and orientation requirements prior to being placed on contract pay.
 - a. Instructors wanting to start prior to the establishment of a Cost Share contract can be hired as Substitute Teacher through the Substitute Office.
12. New Hires must complete all onboarding and orientation requirements of the Sub Office to start as a Substitute Teacher.

Retention Guidelines

 - a. If copies of interview and hiring documents are maintained at the site in a locked cabinet, they can be purged after 4 completed years (i.e., hired in December 2014, can be purged December 2018).
 - b. All documents should be personally shredded or placed in a confidential shred bin for destruction.
 - c. The District JROTC application packets will be added to the Military Personnel File.
13. If a position becomes vacant, the School Administrator will notify the District JROTC Office. The JROTC Operations NCO will send the letter of resignation, including final date of employment, to the designated JROTC Human Resources (HR) Generalist and to Cadet (Army), Naval (Navy) or Air (Air Force) Command and 8th Brigade to notify them of the vacancy.

- a. When possible, the resignation date should be the last date of the current cost share contract or prior to the last date of the current cost share contract.
- b. If the date is after the current cost share, employee and JRTOC office are responsible for paperwork required to extend cost share contract to avoid lapse in pay.

LEGAL REQUIREMENTS & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District’s Strategic Plan.

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed annually.

REVISION HISTORY

Date	Revision	Modification
04/14/2026	1.0	Adopted