



GALION CITY SCHOOL  
NOTICE OF CERTIFIED POSITION OPENING  
2024-2025 CONTRACT YEAR

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Date of Posting March 22, 2024  
Deadline for Applicants: April 1, 2024

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Description of position: Civil Air Patrol (CAP) Instructor

Qualifications:

1. Satisfactorily pass a BCI background check.
2. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
3. State of Ohio Teaching License.
4. A retired or veteran Air Force noncommissioned or commissioned officer in the pay grade of E-6 and above or O-3 and above with an excellent record of military performance, including drill experience, is strongly preferred. Retired or veteran individuals in the pay grade of E-6 and above or O-3 and above from other branches will be considered.
5. Must have completed, or be willing to complete, Level I of the CAP Senior Member Education and Training Program as outlined in CAPR 40-1 within 120 days of employment.
6. Must comply with CAP uniform standards per CAPR 39-1.
7. The Board may find such alternatives to the above qualifications appropriate and acceptable.

Essential Functions:

Teaching Responsibilities:

1. Follows the Ohio Licensure Code of Professional Conduct.
2. Possesses a sound background in the subject area and prepares for classes assigned, showing written evidence of preparation upon the request of the Principal, and writes plans for classroom activities appropriate for the current level of competence of the students.
3. Meets and instructs assigned classes in their locations and at the times designated.
4. Plans a program of instruction that meets the student's individual needs, interests, and abilities as much as possible, seeking the assistance of intervention specialists as required.
5. Provides instructions for substitute teachers.
6. Creates a classroom environment that is consistently conducive to learning and appropriate to the student's maturity and interests while encouraging open thought and new ideas.
7. Employs various instructional techniques and media, guides the learning process toward achieving curriculum goals through joint problem-solving, establishes clear objectives for all lessons, units, and projects, and communicates these objectives to the students.
8. Strives to implement, by instruction and action, the Board's philosophy of education and instruction goals and objectives.
9. Assesses student performance regularly, offers student feedback and provides progress and grade reports as required.

10. Interpret and review assessment and performance data with administrators and teachers; plan and implement appropriate action steps in response to assessment and performance data.
11. Takes reasonable precautions to protect students, equipment, materials, and facilities.
12. Maintains accurate, complete, and correct records as required by law and follows Board policy.
13. Develops reasonable classroom behavior and procedure rules that include a progressive discipline approach, maintains order in the classroom, enforces the Student Code of Conduct, and establishes school procedures.
14. Is open to acquiring new skills and improving professional competencies (i.e., workshops, in-service, professional leaves, coursework, and self-evaluation).
15. Attends staff meetings; serves on staff committees as needed.
16. Listens to and communicates skillfully with students, parents, administrators, other staff members, and the school community.
17. Supports the school's purpose through/with other staff members and maintains high expectations of students, oneself, and other professionals.
18. Encourages and supports learning by displaying attributes that include empathy, humor, and consistency.
19. Promotes cooperation and team effort through shared successes.
20. Demonstrates the ability to organize tasks to completion.
21. Identifies, analyzes, and solves problems.
22. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
23. Is open to change and willing to be involved in the change process.

Civil Air Patrol Program Responsibilities:

1. Oversees and assumes responsibility for the CAP program at the assigned location.
2. Conducts the CAP program following applicable laws and adheres to all CAP regulations and policies.
3. Prepares an annual operational plan; develops a schedule for the year reflecting school activities and CAP objectives and activities; includes cadets in the planning; organizes cadets and resources toward objectives.
4. Maintains student records; provides enrollment and other student reports as specified by CAP.
5. Manages unit logistics and maintains supply operations per CAP regulations.
6. Assist with student recruitment, marketing of the CAP program, and conduct a public relations program in the school community.
7. Teaches CAP cadets the curriculum as prescribed; achieves the program's curricular requirements and learning standards; attains and improves proficiency in all military and other subjects taught; continuously improves CAP instruction by staying abreast of new and alternative instructional and motivational techniques; recommends changes to the curriculum.
8. Counsels students on their academic performance and as members of the Corps of Cadets; assists interested students in applying for collegiate scholarships and/or completing service academy applications.
9. Performs tasks required of all other teachers in the school.
10. Plans, organizes, and conducts extracurricular activities, such as color guard, orienteering, drill teams, adventure training, and CAP community service activities.
11. Conducts risk assessment for all activities; observes and enforces all CAP and school safety guidelines.



12. Progresses through the CAP qualification program and participates in recurring instructor conferences and other CAP-specific professional development opportunities.
13. Prepares the unit for official visits and formal inspections.
14. Coordinates summer cadet activities attendance and conducts training and other activities as needed.
15. Ability to challenge, motivate, and positively influence young people.
16. Willingness to devote the time needed to effectively spend the additional time needed to effectively meet the school's challenges, objectives, and purposes.
17. Must be able to conduct drill practice and leadership labs as needed during times outside of regular school hours.
18. Wear and display the CAP uniform per CAPR 39-1 at least four days per week.
19. Work to create a positive presence in the school community.
20. Coordinate with other CAP units to enhance opportunities for cadets.
21. Promotes cooperation and team effort through shared successes.

Salary: Per salary schedule as adopted by the Galion City Schools Board of Education

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Internal Candidates:

Please send e-mail of interest to:

[human.resources@galionschools.org](mailto:human.resources@galionschools.org)

External Candidates;

Please complete and submit a letter of interest,  
certified application (found on our website, [www.galionschools.org](http://www.galionschools.org)),  
resume and references to:

[human.resources@galionschools.org](mailto:human.resources@galionschools.org)