

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Instructor (Lead) #151013

**ANNOUNCEMENT NO.** 063-2017

**SALARY:** SS-415 / Minimum 33,904 / Maximum 71,344 annually

**LOCATION:** Youth Challenge Program, Camp Beauregard (YCP-CB), Pineville, Louisiana

**OPEN:** 21 April 2017

**CLOSE:** 5 May 2017

**NOTE:** Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

**In accordance with R.S. 42:1701, if you are nominated for this position, you will be required to undergo a criminal background check prior to commencement of employment with the Louisiana Military Department.**

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Military Members; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Master's Degree in Education required. Certified in Educational Leadership. Must have a minimum of 10 years of teaching experience. Knowledge of educational programs specializing in adult education. Knowledge of standardized testing and testing security. Must have excellent oral and written communication skills. Ability to work independently with general guidance to meet objectives and established deadlines. Must have thorough working knowledge of Windows and Microsoft Office programs (Word, Powerpoint, Excel, Access and Outlook).

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (CAC). Ability to work and communicate effectively with peers, superiors and subordinates. Travel may be required. Must be available to report to duty during emergency or disaster situations.

c. **OTHER REQUIREMENTS:** The LA Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public. Must attend/complete all mandatory LMD training (Ethics, SHARP, Suicide Prevention, etc.) and fosters sexual harassment free environment.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

**4. POSITION DESCRIPTION:** Supervises sixteen (16) employees: fifteen (15) Instructors and one (1) Administrative Technician. Responsible for working with Director, Deputy Director, Cadre Department and any other pertinent Departments to maintain order in the Academic Department. Responsible for meeting any and all Academic goals set forth by NGB and YCP. Conducts interviews and recommends Instructors and Administrative Technician to be hired and completes all necessary paperwork and training. Prepares and reviews PER documents for and conducts counseling with instructional department employees. Reviews and approves payroll documentation for the instructional department. Responsible for maintaining the overall classroom environment for over 250+ cadets, including scheduling, coordinating, supervising and monitoring of all activities of the Academic Department. Is the point of contact for all Academic Department issues/problems and gives recommendations for realistic solutions, compromises and alternatives to resolve each problem. Implement and manage new Credit Recovery program and Course Choice program which will require ongoing communication with Louisiana Department of Education and state wide school counselors to ensure proper courses and credit are being assigned and implemented for each cadet. Oversee new JAG program to include oversight of instructor, budget, curriculum and interface with Louisiana Department of Education to ensure 100% success rate. Schedules, prepares necessary paperwork and receives bills for payment for all HiSET and Bossier Parish Community College testing. Assists Executive Level with CLTCC preparation and selection of cadets for each class per cycle. Provides Department of Education with all requested materials for the annual school report so that the Academic Department is within the guidelines required by all non-public schools. Responsible for coordinating with the Activities Coordinator to ensure that all yearbook requirements are met for each cycle to include photograph scheduling. Responsible for ordering all supplies and books for the Academic Department. Responsible for turning in all invoices with prescribed paperwork so that vendors will be paid. Prepares for and conducts weekly staff meetings for all Academic employees to disseminate information. Works with Rapides Parish School Board to purchase books/supplies from the money allotted to our school each year. Acts as Safety Officer for Academic Department and reports any accidents to YCP Safety Coordinator. Attends all called Staff Meetings by Executive Level personnel and serves on D-Board. Responsible for maintaining inventory in all academic buildings. Responsible for ensuring that all policies and procedures handed down from Executive Level are adhered to by all section employees. Must complete all Group Level 1 Supervisory Course classes. Must attend/complete all mandatory LMD Training (Ethics, SHARP, Suicide Prevention, etc.) and foster a sexual harassment free environment. Perform other duties as assigned.

**5. APPLICATION PROCEDURES:** All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/wp-content/uploads/2016/10/LMD-H-Form-10-State-Application-pdf-10-25-2016NEW.pdf>.** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

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