

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Coordinator (Program) – 2 Positions
#186577, 50315282

ANNOUNCEMENT NO. 101-2017

***SALARY:** SS-413 / Minimum \$29,598 / Maximum \$62,317 annual salary

LOCATION: STARBASE, Pelican State, Camp Beauregard, Pineville, Louisiana

OPEN: 21 July 2017

****CLOSE:** 3 August 2017

**Salary may be adjusted upward for education/experience.*

***If there are no qualified applications received by close date, announcement will remain open until filled.*

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:** Bachelor’s Degree in Human Relations Area – Education Preferred. Valid Louisiana Teaching Certificate – Alternative Certification accepted. Two years teaching experience – Science, math or technology area preferred. Technology use and understanding as outlined by the International Society for Technology in Education (ISTE). Use of computer systems to run software; to access, generate and manipulate data; and to generate reports. Will also evaluate performance of hardware and software and apply basic troubleshooting strategies as needed. Apply tools for their own professional growth and productivity. Use technology in communicating, conducting research and solving problems. Utilize technology to encourage lifelong learning and to promote equitable, ethical and legal use of such resources. Apply computers and related technologies to support instruction in STEM areas. Integrate a variety of software, applications and learning tools with STARBASE participants.

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 foster a 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:** Establish and enforce STARBASE policies and procedures for maintaining behavior and order among the students. Prepare materials and classroom for learning experiments/activities. Establish clear objectives and expectations to students prior to lesson/experiment. Maintain accurate and complete student records as required by DoD STARBASE, LANG Educational Programs, and public/private schools. Maintain a classroom environment conducive to learning (arrangement, temperature, lighting, equipment, etc.). Select, store, order, issue and inventory classroom equipment, materials and supplies. Adapt teaching methods, instructional materials and evaluation tools (paper/pencil test or computerized test) to meet students' varying needs and interests. Plan and conduct activities for a program of instruction, demonstration and work time that provides students with opportunities to observe, question and investigate. Instruct student in groups, using various teaching methods such as discussions, investigations, demonstrations and applications. Clarify objectives for all lessons and experiments to students. Guide and counsel students with adjustment and/or academic problems or special academic interests. Prepare, administer and grade/document computerized pre and/or post-tests to evaluate students' increase in understanding. Prepare and update materials and outlines for courses of study, following DoD curriculum guidelines and/or requirements. Become proficient and implement all STARBASE Technology/Software. Utilize computers, audiovisual aids and other equipment and materials to supplement presentations. Comply with all applicable safety rules, standards and regulations. 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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