

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Instructor #151003

**ANNOUNCEMENT NO.** 102-2017

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

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

**OPEN:** 21 July 2017

**\*CLOSE:** 28 July 2017

***\*\*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 Education from accredited college or university. Bachelor's Degree in another area and the completion of the LA Teaching Program. Applicant must hold a current Louisiana Teaching Certificate and provide a copy. Should be computer literate in various educational programs.

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:** Attend all Instructional faculty meetings, Family Day, Graduation Practice, Graduation, LANG-YCP safety training, and in-service workshops. Submit all reports immediately and in a timely manner as evidenced by memos and instructions on file. Establish and enforce Academic policies and procedures for maintaining behavior and order among the students. Prepare materials and classroom for class instruction and activities as evidenced by the week in review. Maintain accurate and complete cadet records as required by DOE, LANG Educational Programs and public/private schools. Maintain a classroom environment conducive to learning (arrangement, organization, temperature, lighting, equipment, etc.) as documented on classroom observations and breakthroughs. Select, store, order, issue and inventory classroom equipment, materials, books and supplies as evidenced by 101 purchases. Maintain completed certificates/screen snapshots and training evaluations for all LMD required annual training. Monitor cadets at all times and do not leave them in the charge of cadre or other teachers without permission from the Lead Instructor. 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 and goals for all lessons to students. Guide and counsel students with adjustment and/or academic problems or special academic interests. Work with the Lead instructor and faculty to review and update English and math lessons to reflect curriculum and testing changes. Report to work punctually each day and notify Lead Instructor immediately when unable to be at assigned station as evidenced by attendance logs on file. Provide a minimum of 24 hours notice on non-emergency leave during time when students are assigned. Follow the dress code as noted on Memorandum for Civilian Dress Code dated 11 August 2010. Establish clear objectives and expectations to students prior to Core Component or Life Skills lessons as evidenced throughout classroom observations. Teach a minimum of two academic lessons per week, whole or small group to re-mediate academic deficits. 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 curriculum guidelines and/or requirements. Become proficient and implement all Academic Department Technology/Software. Utilize computers, audio-visual aids, and other equipment and materials to supplement presentations. Using approved YCP Pre/Post Assessment, teachers will average a 1 to 3 grade level increase for cadets per cycle. Maintain accurate data for each class to include pre/post assessment, data sheets and permission/participant sheets for no less than 3 years. Work in professional harmony with all staff members regardless of personal issues. Never refer to colleagues in a negative manner in front of cadets, staff, cadre, or others in public. Work with all YCP employees (counselors, cadre, case managers, color guard) to ensure the holistic approach to learning. Be flexible with the scheduling to ensure smooth transitions from one section to another. 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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