

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Instructor - \*Temporary #50541043

**ANNOUNCEMENT NO.** 021-2018

**SALARY:** SS-413 / Minimum \$35,610 / Maximum \$70,117 annually

**LOCATION:** Youth Challenge Program, Camp Minden (YCP-CM), Minden, Louisiana

**OPEN:** 1 February 2018

**CLOSE:** Open Until Filled

***\*Temporary Appointment: Expires upon return of mobilized employee. Earns Leave & Eligible for Benefits.***

**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 required. Applicant must hold or be working toward a current Louisiana Teaching Certificate (Middle School or Secondary Certification preferred). Should be computer literate in various educational programs, including Microsoft Office (Word, Excel, Powerpoint, Outlook, etc).

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

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. Must attend/complete all LMD annual training and other training required for the position. Must adhere to the Code of Ethics 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:** Provide educational experiences to remediate academic deficits and increase overall grade level of all cadets. Teach a minimum of 5 lessons per week, whole or small group. A weekly review will be submitted to Lead Instructor outlining lessons taught. Give the Practice Tests and TABE according to YCP Testing Expectations. Follow life skills lesson plans to teach cadets skills required as part of the Eight Core Components. Maintain a physical environment that is conducive to learning. Utilize rules for the care of school property. Be consistent in disciplinary practices and follow YCP disciplinary procedure. Be aware of cadets' location at all times when in your care. Maintain discipline in the hallways and monitor cadets while they are entering and exiting building. Instructors are responsible for maintaining a cumulative folder on each cadet throughout the cycle. Input all necessary academic information for each class including all Life Skills Test dates, PGED/HiSET scores and TABE scores. Prepare Individual Lesson Plan for each cadet following the Pre-TABE. Maintain proper oversight concerning work assigned to cadets. Regularly check that assigned work is being successfully completed by cadets and new work should be assigned. Cadets not doing assigned work in a timely manner should be disciplined accordingly. Instructors are encouraged to share concerns of assigned cadets with their cadets' Cadre and Counselor. Attend QUAD mandatory meetings and attend staff meetings as scheduled by Lead Instructor, including any training necessary for professional development. Attend Family Day to discuss classroom progress and behavior with families. Attendance at In-Take Day and Graduation is also mandatory. Report to work punctually and maintain appropriate attendance. Work in harmony with instructors and other staff members. Treat all staff members with respect, including refraining from discussions with cadets involving derogatory comments about other staff members. Treat cadets fairly and consistently. 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.

Ms. Wenda Harding  
LMD-HR, 100 Louisiana Boulevard, Minden, La. 71055  
E-mail: [wenda.a.harding.nfg@mail.mil](mailto:wenda.a.harding.nfg@mail.mil)  
Office: (318) 382-4277 / Fax: (318) 382-4297