

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Coordinator 1 #50550082

ANNOUNCEMENT NO. 022-2018

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

LOCATION: STARBASE, Jackson Barracks, New Orleans, La.

OPEN: 1 February 2018

CLOSE: 15 February 2018

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 required. Valid Louisiana Teaching Certificate. Considerable teaching and supervisory experience in schools, colleges, universities or the equivalent experience in an area of specialization covered by the STARBASE programs (STEM-science, technology, engineering and math). Computer experience required to meet the standards of technology use and understanding as outlined by the International Society for Technology in Education (ISTE). Prerequisite Skills: Knowledge and experience with Microsoft Office software (word, excel, power point, outlook) to generate and manipulate data and to generate needed reports. Knowledge in science, technology, engineering and math or related fields. Motivated and have the ability to work as a team member. Knowledge of instructional design and/or curriculum development. Knowledge of educational techniques and methods of planning, organizing, preparing instructional materials and delivering instruction

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:** Professionalism - Enforce administrative policies and rules governing students. Follow departmental dress code/STARBASE uniform and report to work punctually each day. Use positive communication and work in professional harmony with administrators, co-workers, visiting staff, and students as evidence by constructive interaction. Accountability - Attend all National Professional Development Conferences. Attend and pass PTC training as determined by PTC Instructor. Become proficient in all lessons involving the core curriculum of chemistry, physics, engineering, math, and technology; following the approved curricula. Be able to teach independently all lessons within required time constraints indicated in the core curriculum. Become proficient in all STARBASE technology uses to include, but not limited to the following: Create A Quiz; Computer/printer/projector operations; iPad applications; CREO programs (PTC)/3-dimensional printer process (engineering programs); Robotics implementation; and Audio/visual equipment functions. Prepare all materials and equipment for lessons identified in the core curriculum. Research and identify supplies necessary for core component lessons. Prepare the computer lab for applications by setting up programs for lessons. Select and update students' mission logs. Prep materials before and clean up after all experiments with the assistance of the program assistant. Readily assist presenting instructor through the instructional process. 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 needs and requirements. Confer with other staff members to plan and schedule lessons promoting learning following approved curricula. Assist Director with scheduling of schools and school visits. 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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