

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Coordinator (Education) -*Temporary

ANNOUNCEMENT NO. 026-2018

SALARY: SS-415 / Minimum \$1,568.00 / Maximum \$3,087.20 Bi-weekly

LOCATION: Youth Challenge Program, Education Headquarters, Camp Beauregard, Pineville, Louisiana

OPEN: 2 February 2018

CLOSE: 16 February 2018

****Temporary Appointment: 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:** Must possess thorough working knowledge of Microsoft Office Programs (Word, Powerpoint, Excel, Outlook, etc.) and forms. Must have knowledge of spreadsheets. Must have excellent communication skills; the ability to communicate clearly verbally and in writing. Must have the ability to work and communicate effectively with peers and superiors.

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:** Serves as the Education Coordinator for the Louisiana National Guard Youth Challenge Program (YCP) under the Director of Educational Programs. Works under minimal supervision managing overall work assignments, outline of priorities and deadlines and guidance on changes in regulations, policies and procedures. Supervisor is readily available for assistance on unusual or difficult problems and /or clarification of procedures. Applies knowledge of automation and systems related to Department of Education, on-line education service providers and other programs for military installations at all levels. Applies an extensive knowledge of the practices, policies, procedures and regulations pertaining to YCP, Department of Education (DOE) and Louisiana Department of Education (LDOE). Coordinates Criminal History background checks for specified educators as required. Setup and maintains student database and progress report log, which is subject to monthly reporting and audit by LDOE. Reviews referrals and supporting documents to ensure they are complete, valid, and comply with applicable regulations. Determines eligibility of the applicant by conducting education screening and when appropriate, processes requests for enrollment in on-line education services. Reviews and verifies student information for accuracy and completeness prior to issuing acceptance into the program. Provides information and assistance to all communities, organizations, civilian and contract employees, vendors and other persons inquiring about the procedures and processes for enrollment into the YCP. Monitor students for potential retention issues, and make every effort to assist in mitigating those issues or process them for separation. Ensures out-processing students are removed from their enrollment of the service provider, annotates dis-enrollment of courses, and notifies the appropriate educational facilities. 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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