

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Instructor

ANNOUNCEMENT NO. 184-2019

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

LOCATION: LA Military Dept., Job Challenge Program (JCP), Gillis W. Long Center, Carville, La.

OPEN: 18 September 2019

CLOSE: 2 October 2019

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 an 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. Must be computer literate in various educational programs. Must have excellent oral and written communication skills. Requires working independently with general guidance and the ability to work and communicate effectively with co-workers, peers, superiors and subordinates.

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. The successful applicant will be required to join the Louisiana State Guard as a condition of employment. Service in the Louisiana State Guard does not require the applicant to perform military training, periodic inactive duty (monthly drills), nor does it require deployment outside of the State of Louisiana. The applicant can expect that service in the Louisiana State Guard to be substantially the same as normal State Government working conditions.

4. POSITION DESCRIPTION: Attend all Instructional facility meetings, Family Day, Graduation Practice, Graduation, LANG-JCP 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 trainee records as required by 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 trainees at all times and do not leave them in the charge of cadre or other teachers without permission from the Director or Deputy Director. Adapt teaching methods, instructional materials, and evaluation tools (paper/pencil test or computerized test) to meet trainee needs and interests. Plan and conduct activities for a program of instruction, demonstration, and work time that provides trainees with opportunities to observe, question and investigate. Instruct trainee in groups, using various teaching methods such as discussions, investigations, demonstrations and applications. Clarify objectives and goals for all lessons to trainees. Guide and counsel trainees with adjustment and/or academic problems or special academic interests. Work with the Lead Counselor and faculty to review and update English and math lessons to reflect curriculum and testing changes. Report to work punctually each day and notify Director or Deputy Director 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 trainees are assigned. Establish clear objectives and expectations to trainees prior to Core Component or Life Skills lessons as evidenced throughout classroom observations. Teach academic lessons a week, whole or small group to re-mediate academic deficits. Prepare, administer and grade/document computerized pre and/or post-tests to evaluate trainees 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 JCP Pre/Post Assessment, teachers will average a one to three grade level increase for trainees per cycle. Maintain accurate data for each class to include pre/post assessment, data sheets and permission/participant sheets for no less than three years. Work in professional harmony with all staff members regardless of personal issues. Never refer to colleagues in a negative manner in front of trainees, staff, cadre or others in public. Work with all JCP employees (Counselors, Cadre, Case Managers and Color Guard) to ensure the holistic approach to learning. Be flexible with the scheduling to ensure smooth transitions from one section to another. 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.

Mrs. Christine Zeller / Ms. Carol Hadley
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