

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Instructor *(Intermittent) – Two Positions
#50369103 / #50414679

ANNOUNCEMENT NO. 204-2018
(*Supersedes No. 184-2018*)

SALARY: SS-413 / \$17.12 hourly

LOCATION: LA Military Department, Youth Challenge Program (YCP-GL), Gillis W. Long, Carville, La.

OPEN: 4 December 2018

CLOSE: Open Until Filled

***Intermittent/WAE:** Work as Needed. Not to exceed 47 hours biweekly or not to exceed 1,245 hours annually. Not eligible to earn Leave/not eligible for benefits. Does not earn compensatory time or overtime.

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 at least BA or BS (4 year degree) from an accredited college of university and must provide official college or university transcript of grades. Must possess a valid Louisiana Teaching Certificate and must 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) 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: Intermittent Instructors will fill in for full-time Instructors when they are absent. Instructors are responsible for teaching the Pre-HisSET/Hi-SET/Life Skills Curriculum to one team of Cadets per cycle. Provide educational experiences to remediate academic deficits and increase overall grade level of all cadets. Students will be instructed in life skills to obtain maximum independence and become productive citizens. Both classroom expectations and YCP rules in the Cadet Handbook are enforced by Instructors. Disciplinary Reports are turned into the Lead Instructor in a timely manner for review, input and forwarding to Cadre and Counselors. Ensure that assigned Teams are in authorized areas according to posted Academic Department Schedules unless otherwise approved by Lead Instructor. Teach Life Skills starting at week 5 until week 17. Prepare a new individual Lesson Plan for each Cadet following each TABE. Must maintain proper oversight concerning work assigned to Cadets. Regularly check (at least twice weekly) that assigned work is being successfully completed by Cadets and new work should be assigned. Initial and date individual Lesson Plans as to when all work is assigned and completed by Cadets. Cadets not doing assigned work in a timely manner should be disciplined accordingly. Maintain records on each Cadet and a Grade Book for each Team. Attendance, all Life Skills Test Scores, weekly Lesson Plans and Seating Charts should be maintained. Instructors mail progress reports to Parents following each TABE. It is mandatory for Instructors to report to work on Sunday In-Processing Days, on Sunday HiSET Re-Take for prior cycle's Cadets and to meet with families on Family Days to discuss classroom progress and behavior. Attendance at Awards Ceremonies and Graduation is also mandatory. Attendance at Staff Meeting as scheduled by Lead Instructor and QUAD Meetings is mandatory. The Academic Department uses Chain of Command whenever possible and resolves problems and/or issues at the lowest level possible. Instructors will route requests, issues and problems to Lead Instructor in lieu of Executive Level Personnel or other Department Heads when possible. 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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