

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Instructor #183682

ANNOUNCEMENT NO. 253-2019

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

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

OPEN: 17 December 2019

CLOSE: Open Until Filled

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 or university and must provide YCP with official college or university transcript of grades. Must possess a valid Louisiana Teaching Certificate and must provide a copy of Teaching Certificate to YCP. Knowledge of Microsoft Office (Word, Powerpoint, Excel, Access, 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. 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:** 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. Instructors are responsible for teaching the Pre-HiSET/HiSET/Life Skills curriculum to one Team of cadets per cycle. The Keyboarding Instructor will teach Keyboarding to all Teams. In addition, Lead Instructor may assign additional duties as needed which may not appear on any enumerated list. Both classroom expectations and YCP rules in the Cadet Handbook are enforced by Instructors. Disciplinary Reports are turned in to the Lead Instructor for review, input into computer and forwarding to Cadre and Counselors. Instructors are responsible to ensure that assigned Teams are in authorized areas according to posted Academic Department schedules, unless otherwise approved or directed by Lead Instructor. Instructors teach Life Skills starting at Week 5 until Week 17. Curriculum is published and in the hands of each Instructor. Instructor will prepare a new Individual Lesson Plan for each cadet following each TABE. Further, Instructors must maintain proper oversight concerning work assigned to cadets. Instructors should regularly check (at least twice weekly) that assigned work is being successfully completed by cadets and new work should be assigned. Instructors should 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. Instructors are required to attend staff meetings as scheduled by Lead Instructor. This is to keep abreast on YCP activities in other departments and to discuss issues and strategies in the Academic Department. Instructors are responsible for maintaining records on each cadet. Instructors must maintain a Grade Book for each Team. Attendance, all Life Skills Test scores, weekly Lesson Plans and seating charts should be maintained. Whenever possible, Instructors will route requests, issues, and problems to Lead Instructor in lieu of Executive Level Personnel or other department heads. The Academic Department uses the Chain-of-Command whenever possible and resolves problems and/or issues at the lowest possible levels. It is mandatory for Instructors to meet with families on Family Day/s to discuss classroom progress and behavior. Instructors mail Progress Reports to parents following each TABE. Attendance at Awards ceremonies and Graduation is mandatory. It is mandatory for Instructors to report to work on Sunday In-Processing Days and on Sunday HiSET Re-take for prior cycle's Cadets. 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.

SSG Ashley Ray

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