

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Instructor (Lead) #50561975

ANNOUNCEMENT NO. 009-2020

SALARY: SS-415 / Minimum \$40,768 / Maximum \$80,267 annually

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

OPEN: 15 January 2020

CLOSE: 29 January 2020

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:** Preferred Bachelor's Degree with three years experience in Education. Required Associates Degree with at least three year experience and Adult Education. Knowledge of educational software programs to include HiSet programs and Work Key. Must be proficient in Microsoft Office programs (Word, PowerPoint, Excel, Access and Outlook). Knowledge of standardized testing and testing security. Must have excellent oral and written communication skills. Ability to work independently with general guidance to meet objectives and established deadlines.

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:** Supervises one Instructor. Responsible for working with Director, Deputy Director, Cadre Department and any other pertinent Departments to maintain order in the Academic Department. Responsible for meeting any and all Academic goals set forth by JCP. Completes all necessary paperwork and training. Prepares and reviews PER documents for and conducts counseling with instructional department employees. Reviews and approves payroll documentation for the section. Responsible for maintaining the overall classroom environment for over 80+ trainees, including scheduling, coordinating, supervising and monitoring of all activities of the Academic Department. Analyzes problems in the Academic Department and recommends solutions, compromises and alternatives to Executive level to resolve such problems. Schedules, prepares necessary paperwork and receives bills for payment for all HiSET and River Parish Community College testing. Assists Executive Level JAG preparation and running of class by JAG Instructor. Provides Department of Education with all requested materials for the annual school report so that the Academic Department is within the guidelines required by all non-public schools, *Brumfield v Dodd* information and anything else requested at that time. Responsible for the cycle yearbook being produced and sending out bid requests for yearbooks and pictures. Responsible for ordering all supplies and books for the Academic Department. Responsible for turning in all invoices with prescribed paperwork so that vendors will be paid. Acts as Safety Officer for Academic Department and reports any accidents to JCP Safety Coordinator. Reports any accidents to the Safety Coordinator. Attends all called Staff Meetings by Executive Level personnel. Responsible for maintaining inventory and furniture (no damage) in all academic buildings. Responsible for ensuring that all policies and procedures handed down from Executive Level are adhered to by all section employees. Must complete all Group Level 1 Supervisory Course classes. 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
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