

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Instructor -*Intermittent/WAE #50414679

ANNOUNCEMENT NO. 082-2020

SALARY: SS-413 / Minimum \$17.12 hourly

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

OPEN: 28 May 2020

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 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:** Intermittent Instructor replaces regular Instructors when they are absent. Instructors are responsible for teaching the Pre-HiSET/Pre-HiSET/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. The 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 must be turned in to the Lead Instructor ASAP for review, input into computer and forwarding to Cadre and Counselors. Ensure that assigned teams are in authorized areas according to posted Academic Department schedules, unless otherwise approved or directed by Lead Instructor. Teach Life Skills starting at Week 5 until Week 17. Curriculum is published and in the hands of each Instructor. Prepare a new Individual Lesson Plan for each Cadet following each TABE. 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. Attend staff meetings as scheduled by Lead Instructor to keep abreast on YCP activities in other Departments and to discuss issues and strategies in the Academic Department. Maintain records on each cadet. Maintain a Grade Book for each Team. Maintain attendance, all Life Skills Test scores, weekly Lesson Plans and seating charts. Mail Progress Reports to parents following each TABE. The Academic Department uses the Chain-of-Command whenever possible, and resolves problems and/or issues at the lowest possible levels. When possible, route requests, issues and problems to Lead Instructor in lieu of Executive Level Personnel or other department heads. Attendance at QUAD Meetings, Awards ceremonies and Graduation is mandatory. It is mandatory for Instructors to report to work on Sunday In-Processing Days, Sunday HiSET Re-take for prior cycle's Cadets and to meet with families on Family Days to discuss classroom progress and behavior. 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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