

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Education Specialist/Registrar –*Temporary #TBD

ANNOUNCEMENT NO. 118-2021

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

LOCATION: LA Military Dept., Education Headquarters, Camp Beauregard, Pineville, La.

OPEN: 5 May 2021

CLOSE: Open Until Filled

****Temporary Appointment:*** Expires 12 months from start date. Earns Leave. Eligible for Benefits. No LASERS.

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:** High school diploma or equivalency required. College degree with an extensive background in education (specifically as a guidance counselor) preferred and highly recommended. Additional certifications, licenses and trainings are favorable. Previous experience working in the public school system either at a school or district level recommended. As a representative of both the Louisiana National Guard and the Louisiana National Guard Youth Challenge Program, employee is required to dress professionally and maintain strict professional appearance and dress in compliance with Louisiana State Military Department and Louisiana National Guard Education Programs Dress Code Policy. Excellent, effective and efficient interpersonal communication skills are required. Technological proficiency is required. Abilities should be considered above average and not limited to a basic understanding of word processing programs. Utilizing a wide variety of applications, programs and devices quickly and expertly is expected in order to maximize job performance.

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: Serves under the Education Coordinator. Works under general supervision managing priorities and deadlines. Applies knowledge of automation and systems related to Department of Education, on-line service providers and other programs for military installations at all levels. Assist in maintaining student databases, progress reports and Grade in Progress reports due out monthly to LDOE. Assists in reviews of referrals and supporting documents to ensure they are complete, valid and comply with applicable regulations. Provides information and assistance to all communities, organizations, civilians and contract employees, vendors and other persons inquiring about the procedures, processes for enrollment and educational pathways in regards to YCP. Provides regular reports to Education Coordinator including (but not limited to) enrollment status, ABC rate, SCA enrollments, student demographics, stakeholder demographics and comprehensive Carnegie data. Runs audits on CCCR teacher reports once per month ensuring accuracy of reporting. Notify Protocol Districts of termination status daily as well as monthly notification of termination status of students to all district point of contacts. Send out list of accepted students, enrolled students and no-show students to individual counselors as well as Protocol Districts. Send enrollment letters to all counselors of Cadets upon intake, requesting referrals. Receive and catalogue all referrals in online database. Participate in each program's intake day, interfacing with each potential Cadet to determine/verify academic pathway. Method of participation to be determined by individual program with goal of confirming pathway for each potential Cadet by the end of Intake. In absence of Education Coordinator, may enroll students in pre-approved courses. Research, schedule and secure Education Coordinator's attendance for major educational events/conferences; help create and/or maintain applicable departmental and program data including referrals, Course Choice Credit Recovery cadets, Carnegie Units earned, transcripts, course enrollment numbers and graduation rate of CCCR graduates. Establish and maintain a physical folder of all schools within each district. The folder should contain "stakeholder" contact information along with all records sent to or received from the school. Establish and maintain CCCR data on each cadet until the cadet has earned a high school diploma, HiSET or reaches the age of 19. Model professional behavior and demonstrate appropriate boundaries consistent with a state employee who works closely with at-risk youth. Strict professionalism is expected at all times in dress, communication and conduct. A registrar is expected to dress in business casual attire daily as well as at networking meetings and if delivering information presentations. At all times, business casual attire should be fit and worn in such a way that is considered modest and in compliance with YCP Dress Code Policy. Maintain professional, approachable, transparent and proactive communication with YCP staff and departments through participation in YCP program events such as Intake Days, Family Days and Graduations. Maintain honest and accurate record of time and attendance while performing job duties and responsibilities, which includes documentation with leave slips/k-time slips. Abide by all GSA guidelines and operating procedures. Maintain responsibility for care and condition of assigned GSA vehicle, including performance of regular preventative maintenance inspections. Work cooperatively with families, applicants and representatives of organizations/agencies both in person and by phone. Meet deadlines designated by supervisors. Adhere to all state and organizational policies and procedures. 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. Christina Grimmert or Ms. Wenda Woolf or
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