

# STATE VACANCY ANNOUNCEMENT

## LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Instructor #50418078

**ANNOUNCEMENT NO.** 156-2021

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

**LOCATION:** LA Military Department, STARBASE, Jackson Barracks, New Orleans, Louisiana

**OPEN:** 9 June 2021

**CLOSE:** 23 June 2021

**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:** Bachelor's Degree (Education Preferred). Valid Louisiana Teaching Certificate. Considerable teaching and supervisory experience in schools, colleges, universities or the equivalent experience in an area of specialization covered by the STARBASE Programs (STEM-science, technology, engineering and math). Computer experience required to meet the standards of technology use and understanding as outlined by the International Society for Technology in Education (ISTE). Knowledge and experience with Microsoft Office Software (Outlook, Word, Excel, Powerpoint) to generate and manipulate data and to generate needed reports. Knowledge in science, technology, engineering and math, or related fields. Highly motivated with the ability and desire to work as a member of a team. Knowledge of instructional design and/or curriculum development. Knowledge of educational techniques and methods of planning, organizing, preparing instructional materials and delivering instruction. Should have classroom experience as well as familiarity with student-centered learning and STEM. Candidates are sought who can inspire students from diverse socio-economic and cultural backgrounds. Special needs experience is a plus.

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:** The Instructor is to coordinate daily operations and provide classroom instruction based on the DoD STARBASE curriculum. The curriculum is based on the National Math and Science standards. The Program Instructor will be one of two Instructors who will manage the classroom and successfully implement an engaging pedagogy. Reports to the Director, and as part of the STARBASE Team, will take shared responsibility for the operations of the STARBASE Academy. This may include participating in implementation of STARBASE 2.0, an after-school program designed for students who have completed fifth grade. Enforce administrative policies and rules governing students. Follow departmental dress code and report to work punctually each day. Use positive communication and work in professional harmony with administrators, co-workers, visiting staff and students as evidenced by constructive interaction. Complete all required training by LMD annually and safety training. Provide a minimum of 48 hours notice for non-emergency leave during times when students are assigned. Continue to develop proficiency in technological and scientific areas to support instruction through research and professional development opportunities. Adapt teaching methods, instructional materials and evaluation tools (paper/pencil test or computerized test) to meet students' varying needs and interests. Plan and conduct activities for a program of instruction, demonstration and work time that provides students with opportunities to observe, question and investigate. Instruct students in groups, using various teaching methods such as discussions, investigations, demonstrations and applications. Clarify objectives for all lessons and experiments to students. Guide and counsel students with adjustment and/or academic problems or special academic interests. Adapt and implement new DoD lessons into the STARBASE curriculum as required. Update Mission Log to reflect changes to curriculum. Prepare, administer and grade, document computerized pre and/or post-tests to evaluate students' increase in understanding. Prepare and update materials and outlines for courses of study, following DoD curriculum guidelines and/or requirements. Become proficient and implement all STARBASE Technology/Software. 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. Dawn Riess  
LMD-HR (Jackson Barracks) P.O. Box 440, Chalmette, La. 70044  
E-mail: [dawn.t.riess.nfg@mail.mil](mailto:dawn.t.riess.nfg@mail.mil)  
Office: (504) 278-8547