

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** JAG Specialist #50535282

**ANNOUNCEMENT NO.** 042-2022

**SALARY:** ME-411 / Minimum \$29,640 / Maximum \$57,179 annually

**LOCATION:** LA Military Dept., Youth Challenge Program (YCP-CM), Camp Minden, Minden, La.

**OPEN:** 15 February 2022

**CLOSE:** 2 March 2022

**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 required. Must hold a current Louisiana Teaching Certificate. Should be computer literate in various Educational Programs, including Microsoft Office (Word, Powerpoint, Excel, Access, Outlook, etc.). Must have the ability to communicate effectively, verbally and in writing. Experience with at-risk youth.

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:** Maintain a physical environment that is conducive to learning. Utilize rules for the care of school property. Be consistent in disciplinary practices and follow YCP disciplinary procedure. Be aware of Cadets' location at all times when in your care. Maintain discipline in the hallways and monitor Cadets while they are entering and exiting building. Prepare Individual Lesson Plan for each cadet following the Pre-test. Further, Instructors must maintain proper oversight concerning work assigned to Cadets. Instructors should regularly check that assigned work is being successfully completed by cadets and new work should be assigned. Cadets not doing assigned work in a timely manner should be disciplined accordingly. Instructors are encouraged to share concerns of assigned cadets with their Cadets, Cadre and Counselor. QUAD Meeting. Attendance is mandatory when feasible for the JAG Specialist. Instructors are required to attend staff meetings as scheduled by Lead Instructor, including any training necessary for professional development. Attend Family Day to discuss classroom progress and behavior with families. Attendance at In-Take Day and Graduation is also mandatory. Report to work punctually and maintain appropriate attendance. Work in harmony with Instructors and other staff members. Treat all staff members with respect including refraining from discussions with Cadets involving derogatory comments about other staff members. Treat Cadets fairly and consistently. Recruit and select the required minimum number of qualified participants, not to exceed the minimum or maximum number of students without LDOE approval to satisfy the criteria as set out by JAG-LA. Students must need, want and be able to benefit from the services available and the required 12 month follow-up phase of the program. Facilitate the association for the JAG model being taught. Curriculum should be taught through the activities of the association. Establish an Advisory Committee to assist in recruiting, screening and selecting participants most in need of services. The Advisory Committee and JAG-LA Specialist are mutually responsible for recruiting, screening and selecting potential participants who satisfy JAG-LA criteria. The JAG-LA Specialist is ultimately responsible for the final selection process of the participants who qualify for the JAG Model. 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. Kandice Miller  
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