



STATE OF LOUISIANA
invites applications for the position of:
Instructor
#50499580
An Equal Opportunity Employer

ANNOUNCEMENT NO. 168-2023

OPENING DATE: August 8, 2023

CLOSING DATE: Open Until Filled

SALARY: ME-413 / \$40,914 - \$73,632 annually

JOB TYPE: Unclassified

LOCATION: YCP-TC-P, Pineville LA

BENEFITS:

Retirement: Louisiana State Employees' Retirement System (LASERS) with employer contribution & Optional Retirement Savings Account
Insurance: Medical & Optional Dental & Vision
Paid Holidays: 10 days per year, additional holidays may be proclaimed.
Paid Annual Leave: 12 days per year with increases based on tenure
Paid Sick Leave: 12 days per year with increases based on tenure



Louisiana Military Department

Youth Challenge Program
Training Center Pineville



The Louisiana Military Department is an Equal Opportunity Employer and State as a Model Employer (SAME) to promote diversity and inclusion in the workplace.

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.

Intervene in and reclaim the lives of 16-to-18-year-old at-risk youth, producing program graduates with the values, life skills, education, and self-discipline necessary to succeed as productive Louisiana citizens.

Opportunities for advancement, salary increases, and professional leadership training translate to an effective team member with the potential to transform lives.

WHO WE ARE:

YCP is a voluntary program that target youth who are at risk of not completing high school. We provide an environment for youth so they may focus on completing academic goals while enhancing personal strengths and resiliency. Our program provides a structured environment and teaches discipline, self-control and motivation. We develop the whole person by focusing on 8 core components that support each cadet's personal development: academic excellence, life coping skills, job skills training, responsible citizenship, leader/followership, health & hygiene, physical fitness and service to community.

POSITION DESCRIPTION:

Attend all Instructional faculty meetings, Family Day, Graduation Practice, Graduation, LANG-YCP-TC-P safety training, and in-service workshops. Submit all reports immediately and in a timely manner as evidenced by memos and instructions on file. Establish and enforce Academic policies and procedures for maintaining behavior and order among the students. Prepare materials and classroom for class instruction and activities as evidenced by the week in review. Maintain accurate and complete cadet records as required by DOE, LANG Educational Programs and public/private schools. Maintain a classroom environment conducive to learning (arrangement, organization, temperature, lighting, equipment, etc.) as documented on classroom observations and breakthroughs. Select, store, order, issue and inventory classroom equipment, materials, books and supplies as evidenced by 101 purchases. Maintain completed certificates/screen snapshots and training evaluations for all LMD required annual training. Monitor cadets at all times and do not leave them in the charge of cadre or other teachers without permission from the Lead Instructor. 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 student in groups, using various teaching methods such as discussions, investigations, demonstrations and applications. Clarify objectives and goals for all lessons to students. Guide and counsel students with adjustment and/or academic problems or special academic interests. Work with the Lead instructor and faculty to review and update English and math lessons to reflect curriculum and testing changes. Report to work punctually each day and notify Lead Instructor immediately when unable to be at assigned station as evidenced by attendance logs on file. Provide a minimum of 24 hours' notice on non-emergency leave during time when students are assigned. Follow the dress code as noted on Memorandum for Civilian Dress Code dated 11 August 2010. Establish clear objectives and expectations to students prior to Core Component or Life Skills lessons as evidenced throughout classroom observations. Teach a minimum of two academic lessons per week, whole or small group to re-mediate academic deficits. 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 curriculum guidelines and/or requirements. Become proficient and implement all Academic Department Technology/Software. Utilize computers, audio-visual aids, and other equipment and materials to supplement presentations. Using approved YCP Pre/Post Assessment, teachers will average a 1 to 3 grade level increase for cadets per cycle. Maintain accurate data for each class to include pre/post assessment, data sheets and permission/participant sheets for no less than 3 years. Work in professional harmony with all staff members regardless of personal issues. Never refer to colleagues in a negative manner in front of cadets, staff, cadre, or others in public. Work with all YCP employees (counselors, cadre, case managers, color guard) to ensure the holistic approach to learning. Be flexible with the scheduling to ensure smooth transitions from one section to another. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Bachelor's Degree in Education from an accredited college or university. Bachelor's Degree in another area and the completion of LA Teach Program. Must possess a valid Louisiana Teaching Certificate and must provide a copy. Knowledge of Microsoft Office (Word, PowerPoint, Excel, Access, Outlook, etc.).

ADDITIONAL INFORMATION: Selected candidate must maintain a valid driver's license and must be willing to work a flexible schedule when needed which may include some evenings, weekends, or additional hours. Limited travel may be required.

OTHER REQUIREMENTS: 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.

CONDITIONS OF EMPLOYMENT: By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

- Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.
- The LA Military Department is a substance abuse and drug free workplace. To become an employee of the Louisiana Military Department/Louisiana State Guard, the selected applicant must pass a pre-employment background investigation and pre-employment drug test. Thereafter, all employees are subject to random drug testing.

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 but must be submitted with the LANG-LMD-H Form 10 (State Application).

- 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 point of contact below by the Close Date, no later than 4:00 p.m. CST:

Ms. Wenda Woolf
LMD-HR (Training Center Pineville)
Bldg. 718 "E" St., Pineville, LA 71360
E-mail: wenda.a.woolf.nfg@army.mil
Office: (318) 290-5392 / Fax (318) 290-5060