



STATE OF LOUISIANA
invites applications for the position of:
Instructor
#50408605
An Equal Opportunity Employer

ANNOUNCEMENT NO. 044-2024

OPENING DATE: March 12, 2024

CLOSING DATE: Open Until Filled

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

JOB TYPE: Unclassified

LOCATION: YCP-CM, Minden , 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
NATIONAL GUARD



Louisiana Military Department

Youth Challenge Program

Camp Minden



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:

Provide educational experiences to remediate academic deficits and increase overall grade level of all cadets. Teach a minimum of 5 lessons per week, whole or small group. A weekly review will be submitted to Lead Instructor outlining lessons taught. Give the Practice Tests and TABE according to YCP Testing Expectations. Follow life skills lesson plans to teach cadets skills required as part of the Eight Core Components. 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. Instructors are responsible for maintaining a cumulative folder on each cadet throughout the cycle. Instructors must input all necessary academic information for each class including all Life Skills Test dates, PGED/HiSET scores, and TABE scores. Prepare Individual Lesson Plan for each cadet following the Pre-TABE. 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. 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. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Bachelor's Degree required. Must hold or be working toward a current Louisiana Teaching Certificate. Should be computer literate in various educational programs, including Microsoft Word, Excel, and Power Point.

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. 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.

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:

Mrs. Kandice Miller
LMD-HR (Camp Minden)
100 Louisiana Boulevard, Minden, LA 71055
E-mail: kandice.m.miller2.nfg@army.mil
Office: (318) 299-4277 / Fax: (318) 299-4297