



# LOUISIANA MILITARY DEPARTMENT



**Youth Challenge Program, Gillis W. Long Center**  
**Instructor**  
**#183549**

**ANNOUNCEMENT NO.** 045-2025

**OPENING DATE:** April 01, 2025

**CLOSING DATE:** April 15, 2025

**\*SALARY:**

**ME-413** \$40,914 - \$49,109

\*Salary indicates typical starting range. Level will be determined by qualifications.

**JOB TYPE:** Unclassified\*

\*Current Classified employees must give up their designation to accept this position. Unclassified employees serve at the pleasure of their appointing authority.

## **BENEFITS**

**Retirement:** LASERS

**Insurance:** Medical, Dental, & Vision

**Paid Holidays:** 10 plus proclaimed

**Annual Leave:** 96 hours per year with tenure increases

**Sick Leave:** 96 hours per year with tenure increases

## **Department Mission**

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.

## **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. Students will be instructed in life skills to obtain maximum independence and become productive citizens. Instructors are responsible for teaching the Pre-HiSET/HiSET/Life Skills curriculum to one Team of cadets per cycle. The Keyboarding Instructor will teach Keyboarding to all Teams. In addition, Lead Instructor may assign additional duties as needed which may not appear on any enumerated list. Both classroom expectations and YCP rules in the Cadet Handbook are enforced by Instructors. Disciplinary Reports are turned into the Lead Instructor for review, input into computer and forwarding to Cadre and Counselors. Instructors are responsible to ensure that assigned Teams are in authorized areas according to posted Academic Department schedules, unless otherwise approved or directed by Lead Instructor. Instructors teach Life Skills starting at Week 5 until Week 17. Curriculum is published and in the hands of each Instructor. Instructor will prepare a new Individual Lesson Plan for each cadet following each TABE. Instructors must maintain proper oversight concerning work assigned to cadets. Instructors should regularly check (at least twice weekly) that assigned work is being successfully completed by cadets and new work should be assigned.

Instructors should initial and date Individual Lesson Plans as to when all work is assigned and completed by Cadets. Cadets not doing assigned work in a timely manner should be disciplined accordingly. Instructors are required to attend staff meetings as scheduled by Lead Instructor. This is to keep abreast on YCP activities in other departments and to discuss issues and strategies in the Academic Department. Instructors are responsible for maintaining records on each cadet. Instructors must maintain a Grade Book for each Team. Attendance, all Life Skills Test scores, weekly Lesson Plans and seating charts should be maintained. Whenever possible, Instructors will route requests, issues, and problems to Lead Instructor in lieu of Executive Level Personnel or other department heads. The Academic Department uses the Chain-of-Command whenever possible and resolves problems and/or issues at the lowest possible levels. QUAD Meeting attendance is mandatory. It is mandatory for Instructors to meet with families on Family Day/s to discuss classroom progress and behavior. Instructors mail Progress Reports to parents following each TABE. Attendance at Awards ceremonies and Graduation is mandatory. It is mandatory for Instructors to report to work on Sunday In-Processing Days and on Sunday HiSET Re-take for prior cycle's Cadets. Perform other duties as assigned.

### **POSITION QUALIFICATIONS:**

Must possess at least BA or BS (4-year degree) from an accredited college or university and must provide YCP with official college or university transcript of grades. Must possess a valid Louisiana Teaching Certificate and must provide a copy of Teaching Certificate to YCP. Knowledge of Microsoft Office (Word, PowerPoint, Excel, Access, Outlook, etc.).

### **GENERAL REQUIREMENTS:**

- Must have a valid Driver's License, Social Security Card and Birth Certificate.
- Must be available to report to duty during emergency or disaster situations for extended hours over an extended period of time. Other periodic travel may be required.
- Must meet physical requirements to perform functions of the position.
- Must attend/complete all Louisiana Military Department (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:

- All LMD positions require in-office attendance. This is not a remote position.
- Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.
- For positions requiring computer/email access selected applicant must qualify to obtain a Department of Defense Common Access Card (CAC) Card and maintain eligibility
- LMD is a substance abuse and drug free workplace. The selected applicant must pass a pre-employment background investigation and pre-employment drug test. Thereafter, all employees are subject to random drug testing.
- To become an employee of the LMD you must be a current member of the Louisiana National Guard or eligible for membership in the Louisiana State Guard.
- The selected applicant must pass a pre-employment criminal background investigation prior to employment.

**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).

- **State Application:** The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

Application(s) must be submitted to the appropriate LMD Human Resources point of contact below by the Close Date, no later than 12:00 a.m. CST:

Mrs. Christine Zeller  
LMD-HR (Gillis W. Long Center), 5445 Point Clair Road, Carville, LA  
E-mail: [christine.r.zeller.nfg@army.mil](mailto:christine.r.zeller.nfg@army.mil)  
Office: (225) 319-4909

*Equal Opportunity Employer and State as a Model Employee (SAME)*