



LOUISIANA MILITARY DEPARTMENT



STARBASE, Training Center Pineville

Instructor

#50315282

ANNOUNCEMENT NO. 055-2025

OPENING DATE: May 20, 2025

CLOSING DATE: June 3, 2025

***SALARY:**

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

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

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

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.

POSITION DESCRIPTION:

Implement lessons approved/authorized by the DOD STARBASE Curriculum; prepare materials and classroom environment for learning experiments/activities. Establish and enforce STARBASE policies and procedures for maintaining behavior and order among the students. Establish clear objectives and expectations to students prior to lesson/experiment. Maintain accurate and complete student records as required by DoD STARBASE, LANG Educational Programs, and public/private schools. Maintain a classroom environment conducive to learning (arrangement, temperature, lighting, equipment, etc.). Select, store, order, issue, and inventory classroom equipment, materials, and supplies. 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 for all lessons and experiments to students. Guide and counsel students with adjustment and/or academic problems, or special academic interests. 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. Utilize computers, audiovisual aids, and other equipment and materials to supplement presentations. Enforce administrative policies and rules governing students. Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence. Follow departmental dress code/STARBASE Uniform 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. Consult with teachers, co-workers, school support staff, and administrators in order to resolve students' behavioral and academic concerns. Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula. Promote the educational process as evidenced by the sharing of ideas and participating in cooperative decision-making. Readily assists other staff members in the instructional process to support the mission. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Bachelors Degree in Human Relations Area– Education Preferred. Valid Louisiana Teaching Certificate – Alternative Certification accepted. Two years teaching experience – Science, math, or technology area preferred. Technology use and understanding as outlined by the International Society for Technology in Education (ISTE). Use of computer systems to run software; to access, generate and manipulate data; and to generate reports.

Will also evaluate performance of hardware and software and apply basic troubleshooting strategies as needed. Apply tools for their own professional growth and productivity. Use technology in communicating, conducting research and solving problems. Utilize technology to encourage lifelong learning and to promote equitable, ethical and legal use of such resources. Apply computers and related technologies to support instruction in STEM areas. Integrate a variety of software, applications and learning tools with STARBASE participants.

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:

Timothy Groh
LMD-HR (Training Center Pineville)
235 H Street, Pineville, LA 71360
E-mail: timothy.j.groh.nfg@army.mil
Office: (318) 290-5394

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