



# LOUISIANA MILITARY DEPARTMENT



Youth Challenge Program, Training Center-Pineville

Instructor

# 50408501

**ANNOUNCEMENT NO.** 067-2025

**OPENING DATE:** June 27, 2025

**CLOSING DATE:** July 11, 2025

**\*SALARY:**

**ME-413** \$40,914 - \$49,108

\*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.

## 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. ene, physical fitness and service to community.*

## POSITION DESCRIPTION:

Attend all Instructional faculty meetings, Family Day, Graduation Practice, Graduation, LANG-YCP safety training, and in-service workshops to include zero week training and any other training taught by the Site Training Coordinator. 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 evidence by 101 purchases and inventory list. 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.

## **POSITION DESCRIPTION CONT.**

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. 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. Must work 6 community service events (3) per class – these events are usually held on the weekend. Must update the cadet tracker (online database) with class scores and core component information after completing tests or sections. Perform other duties as assigned.

## **POSITION QUALIFICATIONS:**

Bachelor's Degree in Education from accredited college or university. Bachelor's Degree in another area and the completion of the LA Teach program, LA State Teaching Certificate.

## **GENERAL REQUIREMENTS:**

- Must have a valid Driver's License, Social Security Card and Birth Certificate.
- Must qualify to obtain a Department of Defense Common Access Card (CAC) Card.
- Must be available to report to duty during emergency or disaster situations.  
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](mailto:timothy.j.groh.nfg@army.mil)  
Office: (318) 290-5394