



LOUISIANA MILITARY DEPARTMENT



Starbase CB, Camp Beauregard
Deputy Director (SB)

182435

ANNOUNCEMENT NO. 085-2025

OPENING DATE: July 24, 2025

CLOSING DATE: August 7, 2025

***SALARY:**

ME-415 \$46,842 - \$56,222

*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.

POSITION DESCRIPTION:

Ensure that program activities operate within the policies and procedures of the organization. Ensure that program implementation complies with professional standards and all DoDi/CA requirements. Ensure that financial records for the program are being maintained up to date (ie. P-Card & GSA Documents). Maintain accurate and complete program and personnel records as required by DoD STARBASE, LANG Educational Programs, LA State Military Dept. (SMD), and public/private schools. Over see the selection, ordering and storage of classroom equipment, materials, and supplies. Support and assist in the management/tagging of asset property and maintaining rosters of pilferable(<\$250) & durable(<\$1K) property. Develop new initiatives to support the strategic direction of the organization. Adapt teaching methods, instructional materials, and evaluation tools to meet students' varying needs and interests. Develop forms and records to document program activities, verify compliance, and document achievements. Plan and conduct activities for a program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate. Guide and counsel students with adjustment and/or academic problems, or special academic interests. Update, adapt, and manage tech. applications to maintain the integrity of the program's STEM viability - program's premier STEM status. Plan the delivery of the overall lessons/curriculum and its activities in accordance with the vision, mission, and program goals. Establish clear objectives and expectations to staff and students.

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

POSITION DESCRIPTION CONT.

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. Maintain a classroom environment conducive to learning (arrangement, temperature, lighting, equipment, etc.). Visit schools to meet educational staff and brief students on STARBASE experience. Establish and enforce STARBASE policies and procedures for maintaining behavior and order among the staff and students. Attend professional meetings, educational conferences, and training workshops in order to maintain and improve professional competence. Support and encourage professional growth in subordinates through modeling, mentoring, and planning professional development opportunities. 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. Ensure that all staff members receive orientation and appropriate training in accordance with their position. Complete SHARP training (Sexual Harassment and Assault) and apply training to establish an environment free of bias/discrimination. Complete all SMD Employee training as required. Consult with teachers, co-workers, school support staff, and administrators in order to resolve students' behavioral and academic concerns. Provide feedback and support the interview process for program applicants. Support program staff with HR policies & procedures; assist in the process for on-boarding new employees. Promote the educational process as evidenced by the sharing of ideas and participating in cooperative decision-making. Support staff members in the instructional process to ensure that they have the necessary resources for lesson delivery and application. Recognize employee strengths and assign tasks and/or teams in the most efficient manner. Additional duties as assigned

POSITION QUALIFICATIONS:

Bachelors Degree Required, Human Relations Area/Education Preferred, STEM Area Accepted, Valid Louisiana Teaching Certificate, Alternative Certification accepted. Five years teaching experience, Science, math, or technology area preferred. Master's Degree in area of responsibility or related field preferred.

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 (Camp Beauregard)
235 H Street, Pineville, LA 71360
Email: timothy.j.groh.nfg@army.mil
Office: (318) 290-5394