



# LOUISIANA MILITARY DEPARTMENT

STARBASE, Bayou State, Rosedale, LA  
Deputy Director (SB)

# 183737

**ANNOUNCEMENT NO.** 077-2026

**OPENING DATE:** May 14, 2026

**CLOSING DATE:** May 28, 2026

**\*SALARY:**

**ME-415** \$46,842 - \$74,942

\*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.

## 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. Develop new initiatives to support the strategic direction of the organization. Adapt teaching methods, instructional materials, and evaluation tools (paper/pencil test or computerized test) 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. Plan the delivery of the overall program and its activities in accordance with the vision, mission, and program goals. Establish clear objectives and expectations to staff and students. 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. 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. 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 employee. Promote the educational process as evidenced by the sharing of ideas and participating in cooperative decision-making.

## 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

## **POSITION DESCRIPTION CONT.**

Support staff members in the instructional process to ensure that they have the necessary resources for lesson delivery and application. Attend all National Professional Development Conferences when required. Attend (or participate via VTC) one professional development opportunity per year within the state if available (when funding or scheduling allows). Maintain completed certificates/screen snapshots/training evaluations for all SMD required training. Review and verify assigned data collection area on student/school reports as evidenced by attendance logs on file. Ensure that all new DoD Lessons are implemented into the Bayou State STARBASE curriculum as evidenced by submitted teaching/training schedule. Attend and pass Onshape Training or other STARBASE software applications as determined by DoD. Assist in the scheduling of schools to fill all eligible slots. Continue to develop proficiency in technological/scientific areas to support instruction (instructors) through research and professional development opportunities as evidenced by personally written log, articles saved/shared, professional development attendance letter/certificate, and/or knowledge shared/applied/implemented. Encourage and support staff attendance of professional development opportunities when applicable. Meet with administrators of participating schools to explain program mission and benefits. Always strive to present the best image. Ensure that STARBASE Pre/Post Assessment is being administered. Complete and return DoD Pre/Post Assessment annually as provided by contractor in specified time constraints. Verify that academies fulfill required hours/lessons. Verify accuracy of program data for each academy to include pre/post assessment, data sheets, and permission/participant sheets for no less than 5 years. Assist with school visitations when necessary. Work cooperatively with other NGLA STARBASE Programs to maintain program similarities. Work cooperatively with other departments/programs of LA Educational Programs as evidenced by the sharing of ideas and best practices. Performs all other duties as assigned.

## **POSITION QUALIFICATIONS:**

**REQUIRED:** Bachelors Degree - Human Relations Area/Education Preferred – STEM area accepted. Technology use and understanding as outlined by the International Society for Technology in Education (ISTE). Knowledge of human resource functions. Ability to build and lead cohesive, successful teams. Excellent communication skills (verbal and written). Exemplary people skills.

**PREFERRED:** Master's Degree in area of responsibility or related field. Five years teaching experience in Science, Math, or Technology.

## **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:

Ms. Tracey S. Rabalais  
LMD-HR (JCP - Gillis W. Long Center)  
5445 Point Clair Road, Carville, LA 70721  
Email: [tracey.s.rabalais.nfg@army.mil](mailto:tracey.s.rabalais.nfg@army.mil)