



LOUISIANA MILITARY DEPARTMENT

STARBASE, Camp Beauregard, Pineville, LA

Paraeducator

#186507

ANNOUNCEMENT NO. 150-2026

OPENING DATE: August 18, 2026

CLOSING DATE: August 25, 2026

***SALARY:**

MA-611 \$31,221 - \$43,080

*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

POSITION DESCRIPTION:

Supports the successful delivery of the DoD STARBASE program by assisting with classroom operations, instructional activities, student engagement, technology support, and daily program readiness. Ensures classrooms, instructional materials, and educational technology are prepared and operational while helping maintain a safe, organized, and positive learning environment for students, staff, and visitors. Prepares classrooms and instructional areas for daily student activities by arranging seating, organizing materials, setting up educational equipment, and ensuring consumable supplies are stocked and available. Assists instructors with classroom activities, student engagement, and hands-on STEAM learning exercises. Assists with preparation for upcoming academies, lessons, and experiments by organizing mission logs, student materials, name tags, schedules, and instructional resources. Supports updates to presentations, educational materials, and curriculum support documents as needed. Sets up and verifies instructional technology, computer systems, digital media, and classroom equipment prior to instruction. Assists with troubleshooting and supporting computer-based activities and educational applications. Retrieves, organizes, inventories, and restocks classroom supplies, educational materials, and program equipment. Maintains accountability of assigned property and reports damaged or missing equipment. Assists with maintaining clean, safe, and organized classrooms, labs, storage rooms, and common areas. Reports unsafe conditions or operational concerns to supervisory staff. Promotes a positive image of the STARBASE program through professional interaction with students, teachers, visitors, and staff. Assists with outreach activities, multimedia presentations, photography, and approved social media efforts as needed. Performs related duties as assigned in support of STARBASE operations and educational programs. Perform Other Duties Assigned.

POSITION QUALIFICATIONS:

Must possess knowledge of classroom support procedures, instructional preparation, and student engagement practices. Ability to support STEAM educational activities in both classroom and laboratory environments. Ability to organize materials, maintain inventories, and prepare classrooms for instructional activities. Ability to communicate and work effectively with students, teachers, staff, and visitors. Ability to maintain a safe, organized, and professional learning environment. Strong organizational skills and attention to detail. Ability to work independently and as part of a team. Experience operating computer systems, instructional technology, multimedia equipment, and standard office equipment. Must complete all required Louisiana Military Department and STARBASE training requirements.

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

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
Email: timothy.j.groh.nfg@army.mil