LOUISIANA MILITARY DEPARTMENT

Job Challenge Program, Gillis W. Long Center, Carville, LA

Education Specialist

#50577359

ANNOUNCEMENT NO. 197-2026
OPENING DATE: November 04, 2026
CLOSING DATE: November 18, 2026

***SALARY:**
ME-413 $40,914 - $57,280

*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.

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:

JCP 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:

Serve as the primary adult education/HiSET instructor for JCP students; plan and provide individual and group instruction to address academic deficiencies and prepare students for the HiSET examination. Develop and adapt lesson plans, instructional materials, assignments, assessments, and teaching methods to meet individual student needs and curriculum requirements. Assign and monitor HiSET homework and other supplemental coursework; track student academic progress and provide updates to the Lead Instructor as requested. Administer and document approved pre- and post-assessments and maintain accurate student academic records and progress data. Monitor student progression and completion of required online training modules and provide status updates as requested. Coordinate driver's training for eligible JCP students with the program's outside training provider, including verifying required documentation, maintaining participant rosters, scheduling classroom instruction, and coordinating and tracking behind-the-wheel training hours. Maintain accurate and current hardcopy and digital records for HiSET instruction, driver's training, online training, assessments, and other required educational activities. Maintain a classroom environment conducive to learning and ensure appropriate student supervision in accordance with JCP policies and procedures. Prepare, organize, order, and inventory instructional materials, equipment, books, and supplies. Utilize approved educational technology, software, computers, audio-visual equipment, and other instructional resources. Work collaboratively with the Lead Instructor and JCP staff to support student academic success and the program's holistic approach to student development. Attend required meetings, training, workshops, Family Day, Graduation Practice, Graduation, and other program activities. Complete and submit required reports, records, training documentation, and other materials accurately and within established deadlines. Maintain proficiency in required Academic Department technology, software, curriculum, and instructional practices. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Candidates must possess a bachelor's degree in Education from an accredited college or university, or a bachelor's degree in another field with completion of the Louisiana Teaching Program. A current Louisiana Teaching Certificate is required and must be provided upon request. The ideal candidate will demonstrate proficiency with computers and educational software and technology; strong oral and written communication skills; and the ability to work independently with general guidance while exercising sound judgment. Candidates must also be able to establish and maintain effective professional working relationships with coworkers, peers, supervisors, subordinates, students, and external partners.

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 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