

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Director (Starbase) #50418080

ANNOUNCEMENT NO. 052-2022

SALARY: ME-416 / Minimum \$43,618 / Maximum \$85,883 annually

LOCATION: LA Military Department, STARBASE, Jackson Barracks, New Orleans, Louisiana

OPEN: 25 February 2022

CLOSE: 11 March 2022

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

In accordance with R.S. 42:1701, if you are nominated for this position, you will be required to undergo a criminal background check prior to commencement of employment with the Louisiana Military Department.

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Military Members; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Bachelor's Degree in Education preferred. Valid Louisiana Teaching Certificate preferred; alternative certification accepted. Two experience preferred (Science, Math or Technology). Master's Degree in area of responsibility or related field is preferred. Technology use and understanding as outlined by the International Society of Technology in Education (STEM). Knowledge of Human Resources functions. Ability to build and lead cohesive, successful teams. Excellent communication skills (verbal and written). Exemplary people skills.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (CAC) Card. Travel may be required. Must be available to report to duty during emergency or disaster situations. Must have the ability to work and communicate effectively with agency personnel, peers, superiors, subordinates and the public.

c. **OTHER REQUIREMENTS:** The LA Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Must attend/complete all LMD annual training and other training required for the position. Must adhere to the Code of Ethics and foster a Sexual Harassment-Free Environment.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. The successful applicant will be required to join the Louisiana State Guard as a condition of employment. Service in the Louisiana State Guard does not require the applicant to perform military training, periodic inactive duty (monthly drills), nor does it require deployment outside of the State of Louisiana. The applicant can expect that service in the Louisiana State Guard to be substantially the same as normal State Government working conditions.

4. POSITION DESCRIPTION: STARBASE is for disadvantaged youths, focused on 5th grade students, with the purpose of working with them to increase their interest and skills in mathematics, science, technology and engineering. Ensure program activities operate within the policies and procedures of the organization. Ensure program implementation complies with professional standards and all DoD/CA requirements. Develop an annual budget and operating plan to support the program. Monitor and approve all budget program expenditures. Manage all funds according to established accounting policies, procedures and the Cooperative Agreement. Ensure program financial records are up to date. Maintain accurate and complete program and personnel records as required by DoD STARBASE, LANG Educational Programs, LA Military Department (LMD) and public/private schools. Oversee the selection, ordering and storage of classroom equipment, materials and supplies. Implement the Performance Evaluation Reporting System (PERS) for all program staff. Ensure all employees complete all required training. Implement the STARBASE 2.0 Program. 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 codes/STARBASE uniform and report to work punctual 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. In consultation with the Educational Program Director, interview and select well-qualified staff. Implement Human Resources policies, procedures and practices. 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. Perform other duties as assigned.

5. 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). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/wp-content/uploads/2016/10/LMD-H-Form-10-State-Application-pdf-10-25-2016NEW.pdf>.** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

Mrs. Dawn Riess
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