



STATE OF LOUISIANA
invites applications for the position of:
Education Specialist
#50317665

An Equal Opportunity Employer

ANNOUNCEMENT NO. 102-2024

OPENING DATE: June 28, 2024

CLOSING DATE: Open Until Filled

SALARY: ME-413 /\$40,914 - \$73,632 annually

JOB TYPE: Unclassified

LOCATION: ED-PGM-HQS, Training Center
Pineville, Pineville, LA

BENEFITS:

Retirement: Louisiana State Employees' Retirement System (LASERS) with employer contribution & Optional Retirement Savings Account

Insurance: Medical & Optional Dental & Vision
Paid Holidays: 10 days per year, additional holidays may be proclaimed.

Paid Annual Leave: 12 days per year with increases based on tenure

Paid Sick Leave: 12 days per year with increases based on tenure

LOUISIANA
NATIONAL GUARD



Louisiana Military Department

Education Program Headquarters

Training Center Pineville



The Louisiana Military Department is an Equal Opportunity Employer and State as a Model Employer (SAME) to promote diversity and inclusion in the workplace.

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.

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.

Opportunities for advancement, salary increases, and professional leadership training translate to an effective team member with the potential to transform lives.

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:

Serves as the Education Specialist for the Louisiana National Guard Youth Challenge Program (YCP) under the Education Coordinator of LA Education Programs. Works under minimal supervision managing overall work assignments, outline of priorities and deadlines and guidance on changes in regulations, policies, and procedures. Supervisor is readily available for assistance on unusual or difficult problems and /or clarification of procedures. Will learn systems related to Department of Education, on-line education service providers and other programs deemed necessary by supervisor. Applies an extensive knowledge of the practices, policies, procedures and regulations pertaining to YCP, Department of Education (DOE) and Louisiana Department of Education (LDOE). Coordinates Criminal History background checks for specified educators as required. Setup and maintains student database and progress report log which is subject to monthly reporting and audit by LDOE. Reviews referrals and supporting documents to ensure they are complete, valid and comply with applicable regulations. Assists with determining eligibility of the applicant by conducting education screening and, when appropriate, processes requests for enrollment in on-line education services. Assists with reviewing and verifying student information for accuracy and completeness prior to issuing acceptance into the program. Provides information and assistance to all communities, organizations, civilian and contract employees, vendors and other persons inquiring about the procedures and processes for enrollment into the education portion of YCP. Monitor students for potential retention issues and make every effort to assist in mitigating those issues or process them for separation. Ensures out-processing students are removed from their enrollment of the service provider, annotates dis-enrollment of courses and notifies the appropriate educational facilities. Ability to communicate clearly verbally and in writing. Track program internal communication to LDOE, School Districts, individual schools and LCTCS entities. Directly correspond with LDOE, School Districts, individual schools and LCTCS entities. Routing external inquiries internally. Perform other duties as assigned.

POSITION QUALIFICATIONS:

- Bachelor's degree required.
- Experience in secondary education required.
- Minimum of 5 years in secondary education preferred.
- Proven organizational skills and abilities are required.
- Technological proficiency is required. Abilities should be considered above average, and not limited to a basic understanding of Microsoft Office and Google Suite programs (Word, PowerPoint, Excel, Outlook, Adobe Acrobat Pro, etc.)
- Additional certifications, licenses, and trainings are favorable.

ADDITIONAL INFORMATION: Selected candidate must maintain a valid driver's license and must be willing to work a flexible schedule when needed which may include some evenings, weekends, or additional hours. Limited 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.

OTHER REQUIREMENTS: 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.

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

- Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.
- The LA Military Department is a substance abuse and drug free workplace. To become an employee of the Louisiana Military Department/Louisiana State Guard, the selected applicant must pass a pre-employment background investigation and pre-employment drug test. Thereafter, all employees are subject to random drug testing.

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 but must be 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/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 point of contact below by the Close Date, no later than 4:00 p.m. CST:

Ms. Tiffany Slayter
LMD-HR (Training Center Pineville)
Bldg. 718 "E" St., Pineville, LA 71360
E-mail: tiffany.m.slayter.nfg@army.mil
Office: (318) 290-5394 / Fax (318) 290-5060

Ms. Wenda Woolf
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