WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085

POSITION VACANCY ANNOUNCEMEN
ANNOUNCEMENT NUMBER: ML160706

OPENING DATE: July 15, 2016 **CLOSING DATE: July 28, 2016**

LOCATION: Mountaineer ChalleNGe Academy, Camp Dawson, Kingwood, WV

JOB TITLE: West Virginia Military Authority Teacher #6062

FUNCTIONAL TITLE: Teacher – Mountaineer ChalleNGe Academy

SALARY RANGE: $36,564 - $54,684

How to Apply: Anyone interested in applying for this position must submit a **completed WV Military Authority Application for Employment and resume** to West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085.

Applications may be obtained from the West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085 or at http://www.wv.ngb.army.mil/jobs/staffing/Vacancy%20Announcement/default.html.

NATURE AND SCOPE OF WORK

Under the general supervision of the Cadet Services Coordinator, performs skilled work at the full-performance level for residents of the Mountaineer Challe*NG*e Academy, a state program, which includes an organized agenda of practical and vocational instruction. The purpose of this position is to plan, develop and provide instruction and assessment activities for the Cadets. Lessons involve practices, methods, processes, terminology, demonstration and practice of skills required. Work is designed to support the 8 Core Components of the National Guard Youth Challe*NG*e Program: Citizenship, Life Coping Skills, Leadership/Followership, Employability Skills, Physical Training, Employability Skills, Community Service, and Academic Excellence (high school diploma or high school equivalency). The general duty day for this position is Monday – Friday, with some evenings and weekends, requires limited travel, and is subject to on-call status. Performs related work and other duties as assigned.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Instruct Cadets through lectures and demonstrations using teaching aids to grasp the concepts of the subject matter.
2. Plan a program of practical and technical instruction to meet individual and group educational needs.
3. Maintain classroom structure with effective classroom management techniques.

4. Instruct and counsel Cadet in the habits of daily living and work routines to aid Cadets in making satisfactory personal and vocational adjustment.
5. Work as a Teaching Team member during Acclimation Phase.
6. Use educational software to facilitate Cadet instruction and to generate reports.
7. Administer tests to evaluate Cadet's progress: interpret results and issue reports to other members of the Cadet Services Department and Administration.
8. Monitor Cadet work ethics and report in the Progress Report to the parents/guardians.
9. Assist with job readiness including: conduct interviews, develop resumes, and portfolios.
10. Coordinate and supervise class trips.
11. Confer with other members of the staff to discuss and adjust instructional programs to eliminate barriers to Cadet's educational, physical and social adjustment.
12. Properly manages confidential and sensitive information.
13. Estimate materials needed for job functions, including cost, to assist Logistics.
14. Evaluate and report condition of equipment and tools for repair or replacement.
15. Establish and maintain Cadet academic records.
16. Use approved lesson plans to instruct and prepare Cadets for the 8 Core Components.
17. Use approved lesson plans to instruct and prepare Cadets for high school equivalency requirements; math, science, social studies, LA / reading and LA / writing.
18. Follow the training schedule.
19. Incorporate a variety of teaching methods to accommodate a variety of functional levels.
20. Develop different instructional methods to adapt materials to individual Cadet needs.
21. Prepare and submit Cadet academic awards recommendations.
22. Identify, request and manage all course materials required for cadet instruction.
23. Implement tutoring to reinforce subject material and learning experiences.
24. Measure student proficiency by identifying or developing and administering assessments.
25. Develop Lesson Plans to meet the requirements of the curriculum.
26. Recommend, plan and execute extracurricular activities such as field trips.
27. Must be physically capable of participating in Academy requirements including, but not limited to: classroom instruction, Acclimation, field trips, bus rides, sporting events, operating a 15 passenger van, 16-hour work days, and lifting up to 40 lbs of materials or equipment.
28. Must have a valid driver's license, pass a criminal background check, and pass drug screenings.
29. Must travel and attend off-site training.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of curriculum development and instructional techniques.
2. Knowledge of safety practices and risk management.
3. Knowledge of testing techniques and evaluation of results.
4. Knowledge of proper techniques to handle, record, store, and dispose of Personal Identifiable Information.
5. Skills to manage group behaviors and individual Cadet behaviors.
6. Skills to adapt instruction to a wide spread of functioning levels.
7. Skills necessary to operate and maintain classroom tools and equipment.
8. Skill set with Microsoft Office package.
9. Ability to teach the five subject areas on the high school equivalency examination.

10. Ability to teach all topics related to the 8 Core Components of Challe*NG*e.
11. Ability to keep class records and write reports.
12. Ability to use and administer educational software.
13. Ability to work as a "substitute teacher" within the program.
14. Ability to establish and maintain effective working relationships with Cadets and co-workers.
15. Ability to estimate materials and inventory for classroom requirements.

MINIMUM QUALIFICATIONS:

TRAINING: Graduation from an accredited four (4) year college or university and Teaching Certification for West Virginia.

SUBSTITUTE: Up to twelve (12) months of study beyond the Bachelor Degree may be substituted for the required general experience on a year-for year basis.

EXPERIENCE: Three (3) years of progressively responsible general experience, teaching, instructing and guiding youth.

OR

One (1) year of experience of a specialized nature teaching and guiding troubled or challenged youth, in a program such as a dropout prevention program.

SPECIAL REQUIREMENTS

1. As a condition of employment, MCA employees are required to purchase and maintain uniform items (embroidered MCA polo shirts and khaki pants) which must be worn when designated.
2. Position is contingent upon receipt of continued Department of Defense funding.
3. This position falls under the West Virginia Public Employees Retirement System (PERS).
4. Consideration will be given to all qualified applicants without regard to race, color, religion, sex, national origin, politics, age, membership or non-membership in an employee organization.
5. State positions announced by the Adjutant General are at-will employment positions. The term at-will means that the employee may be terminated at anytime without cause.

JAMES A. HOYER
Major General, WVARNG
The Adjutant General