

WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085
POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML220103

OPENING DATE: 18 January 2022

CLOSING DATE: 31 January 2022

LOCATION: Buckhannon/Upshur High School

JOB TITLE: MA Administrative/Operations Specialist

FUNCTIONAL TITLE: Instructor – Future Leaders Program

SALARY RANGE: \$45,000

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, attn. HR – Employment Application, 1703 Coonskin Drive, Charleston, WV 25311-1085 or email to Deborah.s.taylor28.nfg@army.mil. **All applications must be received by the closing date.**

Applications may be obtained from the West Virginia National Guard HRO web site:
<http://www.wv.ng.mil/HRO/>

MINIMUM QUALIFICATIONS:

MILITARY SERVICE: Four years of Active, Reserve, or National Guard experience in any branch of the armed forces. If discharged from the military, applicant must provide a DD214 indicating an honorable discharge.

PREFERRED QUALIFICATIONS:

EDUCATION: Associates or Bachelor's degree from an accredited college or university.

LICENSE/CERTIFICATE: Hold/held a teaching license or instructional certificate.

EXPERIENCE: Two (2) years of teaching, instructing, and guiding youth or young adults.

NATURE AND SCOPE OF WORK

Under the general supervision of the Program Coordinator and school administration, performs skilled work as a full-time instructor in support of the West Virginia National Guard's Future Leaders Program, a high school program designed to provide leadership-based curriculum focusing on leadership, citizenship, and life skills, while providing guidance and mentorship to enhance student character and leadership skills. This position provides instruction, assessment, and mentorship for students enrolled in the program. The general duty day for this position is Monday – Friday, with some evenings and weekends, and requiring limited travel. Assists in curriculum improvement and development, and other duties as assigned.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Instruct using approved practical and technical lesson plans to meet individual and group educational needs.
2. Communicate effectively using lectures, demonstrations, teaching aids, and practical exercises to explain subject matter.
3. Incorporate a variety of teaching methods and activities to accommodate different student functional levels and needs.
4. Administer tests and practical exercises to evaluate student progress, interpret results, and provide feedback.
5. Evaluate student progress to include academic, physical, and social growth of students.
6. Establish a classroom climate conducive to learning and possess good classroom management skills.
7. Establish and maintain student records using WV Department of Education systems.
8. Provide student counseling on academic, career, and life skill subjects.
9. Assist students in learning to accept responsibility, demonstrate respect for people and property, and demonstrate self-discipline
10. Recommend, plan, and execute extracurricular activities such as field trips, color guard detail, and flag raising duties as needed.
11. Assist in enforcement of school rules, administrative regulations, and Board policy.
12. Must be physically capable of participating and/or attending in FLP events including, but not limited to: classroom instruction, some physical fitness training, field trips, sporting events, and lifting up to 40 pounds of materials or equipment.
13. Must be available for occasional travel and attend off-site training.
14. Normal duty location is at the high school of assignment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Familiar with Microsoft Office package.
2. Ability to operate and troubleshoot classroom tools and equipment (i.e. laptop, projector).

3. Organizational skills to keep class records and provide feedback to administrators and program manager.
4. Communicate clearly and effectively in written and oral form.
5. Ability to maintain effective people skills with students, parents, and school staff.
6. Skills to manage group and individual student behaviors.
7. Knowledge of safety practices and risk management.
8. Knowledge of teaching and instructional techniques a benefit.
9. Knowledge of testing techniques and evaluation of results a benefit.
10. Skills to adapt instruction to a wide spread of functioning levels a benefit.
11. Must have a valid driver's license, pass a criminal background check and drug screenings.

SPECIAL REQUIREMENTS

1. FLP employees must maintain, replace, and wear uniform items (embroidered FLP shirt, hat, khaki pants, belt, and boots). FLP issues the initial uniform to employees.
2. Position is contingent upon receipt of Board of Education funding.
3. This position falls under the West Virginia Public Employees Retirement System (PERS).
4. Consideration is 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. A pre-employment drug screen is mandatory and must pass a background check allowing applicant to work in high schools.
6. Completion of FLP training program required to maintain employment.

Phillip R Cantrell
Director, West Virginia Military Authority