

**WEST VIRGINIA MILITARY AUTHORITY  
1703 COONSKIN DRIVE  
CHARLESTON, WV 25311  
POSITION VACANCY ANNOUNCEMENT  
ANNOUNCEMENT NUMBER: ML140406**

**OPENING DATE: April 28, 2014**

**CLOSING DATE: May 9, 2014**

**LOCATION:** Mountaineer ChalleNGe Academy, 1001 Army Road, Camp Dawson,  
Kingwood, WV 26537

**JOB TITLE:** MCA Teacher

**FUNCTIONAL TITLE:** Teacher #6062

**SALARY RANGE:** \$36,060 - \$54,180

**AREA OF CONSIDERATION:** Statewide

**Note: Position carries a six months probationary period.**

**How to Apply:** Anyone interested in applying for this position must submit a **completed State of West Virginia Application for Employment and resume** to: The Adjutant General's Office, 1703 Coonskin Drive, Charleston, WV 25311.

Application may be obtained from the West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085 or

<http://www.wv.ngb.army.mil/jobs/staffing/Vacancy%20Announcements/MA.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 ChalleNGe 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 ChalleNGe Program: Citizenship, Life Coping Skills, Leadership/Followership, Job Skills, Employability Skills, Physical Training, 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.

**EXAMPLES OF WORK**

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 and deal with Cadet behaviors.
4. Instruct and counsel Cadets 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 issues progress reports to other members of the Cadet Services Department and Administration, which will be reflected in the Progress Report to the parents/guardians.
8. Will assist with job readiness including: conduct interviews, develop resumes, and portfolios to determine Cadet's potential for success.
9. Coordinate and supervise class trips.
10. Confer with other members of the staff to discuss problems and make adjustments to instructional programs to eliminate potential barriers to Cadet's educational, physical and social adjustment.
11. Properly manages confidential and sensitive information.
12. Estimate materials needed for inventory and specific jobs, including cost, to assist Logistics.
13. Evaluate and report condition of equipment and tools for repair, adjustment and replacement.

#### **DUTIES AND RESPONSIBILITIES**

1. Instruct Cadets
2. Establish and maintain Cadet academic records.
3. Use approved lesson plans to instruct Cadets in accordance with the 8 Core Components and high school equivalency requirements.
4. Follow the training schedule.
5. Incorporate a variety of affective teaching methods.
6. Prepare and submit Cadet academic awards recommendations.
7. Identify, request and manage all course materials required for cadet instruction.
8. Identify opportunities to reinforce subject material and learning experiences with other activities.
9. Identify classrooms, facilities, or materials which facilitate the learning process.
10. Measure student proficiency by identifying or developing and administering assessment tools.
11. Develop Lesson Plans to meet the requirements of the curriculum.
12. Recommend, plan and execute extracurricular activities such as field trips.
13. 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.
14. Must have a valid driver's license, pass a criminal background check, and pass drug screenings.
15. Must travel and attend off-site training.

#### **KNOWLEDGE, SKILL, AND ABILITY**

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. Skill in the subject areas taught.
6. Skill necessary to operate and maintain classroom tools and equipment.
7. Skill set with Microsoft Office package.
8. Ability to teach the five subject areas on the high school equivalency examination.
9. Ability to teach all topics related to the 8 Core Components of ChalleNGe.
10. Ability to keep class records and write reports.
11. Ability to use and administer educational software.
12. Ability to work as a "substitute teacher" within the program.
13. Ability to establish and maintain effective working relationships with Cadets and co-workers.
14. Ability to estimate materials and inventory for classroom requirements.

#### **TRAINING AND EXPERIENCE**

1. Graduation from an accredited four (4) year college or university and Teaching Certification for West Virginia.
2. Three (3) years of progressively responsible general experience, teaching, instructing and guiding youth.
3. Prefer 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.
4. 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.

#### **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.

  
FOR JAMES A. HOYER  
Major General, WVARNG  
The Adjutant General