

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

**POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML240108**

OPENING DATE: 05 January 2024

CLOSING DATE: Indefinite

LOCATION: Mountaineer ChalleNGe Academy – South, Montgomery, WV

JOB TITLE: MCA Teacher

STARTING SALARY RANGE: \$39,114 - \$42,000

How to Apply:

Anyone interested in applying for this position must submit a completed **West Virginia Military Authority Application for Employment, resume, and copies of certifications** on or before the closing date to:

WV Military Authority, Attn. HR – Employment Applications, 1703 Coonskin Drive, Charleston, WV 25311 or applications may be emailed to ng.wv.wvarng.list.ma-hro@army.mil or faxed to 304-561-6321.

Applications may be obtained from the WV Military Authority web site:

<https://militaryauthority.wv.gov/Forms/Pages/default.aspx>

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 to 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, Employabilty Skills, Community Service and Academic Excellence (high school diploma or high school equivalency). The general duty day for the position is Monday – Friday, with some evenings and weekends; requires limited travel, and is subject to on-call status. Performs additional 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.

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.
8. Monitor Cadet work ethics, which will be reflected in the Progress Report to the parent/guardian.
9. Will 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 problems and make adjustments to instructional programs to eliminate potential barriers to Cadet's educational, physical and social adjustment.
12. Properly manages confidential and sensitive information.
13. Estimates materials needed for inventory and specific jobs, including costs, to assist Logistics.
14. Evaluate and report condition of equipment and tools for repair, adjustment and replacement.

DUTIES AND RESPONSIBILITIES

1. Instructs 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. Use approved lesson plans to instruct and prepare Cadets for high school equivalency requirements; math, science, social studies, LA/reading and LA/writing.
5. Follow the training schedule.
6. Incorporate a variety of effective teaching methods to accommodate a variety of functional levels.
7. Develop different instructional methods to adapt materials to individual Cadet needs.
8. Prepare and submit Cadet academic awards recommendations.
9. Identify, request and manage all course materials required for Cadet instruction.
10. Implement tutoring to reinforce subject material and learning experiences with other activities.
11. Identify classrooms, facilities or materials which facilitate the learning process.
12. Measure student proficiency by identifying or developing and administering assessment tools.
13. Develop Lesson Plans to meet the requirements of the curriculum.
14. Recommend, plan and execute extracurricular activities such as field trips.
15. 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 pounds of materials or equipment.

16. Must have a valid driver's license, pass a criminal background check, and pass drug screenings.
17. Must travel and attend off-site training.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of curriculum development and instruction 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 (PII).
5. Skills to manage group behaviors and individual Cadet behaviors.
6. Skills to adapt instruction to a variety of functioning levels.
7. Skill 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 ChalleNGe.
11. Ability to maintain 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.

TRAINING AND EXPERIENCE

TRAINING: Graduation from an accredited four-year college or university and WV Teaching Certificate OR Substitute Teacher Certificate.

EXPERIENCE: One year of general experience teaching, instructing or guiding youth. Preference may be shown to applicants with at least one (1) year of experience of a specialized nature teaching and guiding troubled or challenged youth. Examples: drop-out prevention, residential, teen drug court, etc.

SUBSTITUTION: Graduate study beyond the Bachelor's Degree may substitute 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 continued receipt of Department of Defense funding.
3. This position falls under the West Virginia Public Employees Retirement Systems (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. A pre-employment drug screen is mandatory.
6. Must pass a criminal federal back-ground check.

Murray "Gene" Holt II, Director
West Virginia Military Authority