

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

**POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML240405**

OPENING DATE: 25 April 2024

CLOSING DATE: 08 May 2024

LOCATION: Buffalo High School, Putnam County

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 ng.wv.wvarng.list.ma-hro@army.mil **All applications must be received by the closing date.**

Applications may be obtained from the West Virginia Military Authority web site:
<https://militaryauthority.wv.gov/FormSearch/WVMA%20Application.pdf>

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 WVNG Future Leaders Program, a program designed to assist high schools in providing military and leadership based curriculum, mentorship, and guidance to high school students that aid in character and leadership development. The purpose of this position is to plan, develop and provide instruction and assessment activities for students enrolled in the program. The general duty day for this position is Monday – Friday, with some evenings and weekends, requires limited travel. Performs related work and other duties as assigned.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Instruct students 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. Use educational software to facilitate student instruction and to generate reports.
5. Administer tests to evaluate students' progress: interpret results and issue reports to other program coordinator.
6. Assist with job readiness including: conduct interviews, develop resumes, and portfolios.
7. Coordinate and supervise class trips.
8. Estimate materials needed for job functions, including cost, to assist Logistics.
9. Establish and maintain student academic records.
10. Use approved lesson plans to instruct and prepare students for success.
11. Prepare and follow the training schedule.
12. Incorporate a variety of teaching methods to accommodate a variety of functional levels.
13. Develop different instructional methods to adapt materials to individual students' needs.
14. Identify, request and manage all course materials required for student instruction.
15. Implement tutoring to reinforce subject material and learning experiences.
16. Measure student proficiency by developing and administering assessments.
17. Develop lesson plans to meet the requirements of the curriculum.
18. Recommend, plan and execute extracurricular activities such as field trips.
19. Must be physically capable of participating in FLP requirements including, but not limited to: classroom instruction, physical fitness training, field trips, bus rides, sporting events, and lifting up to 40 lbs of materials or equipment.
20. Must have a valid driver's license, pass a criminal background check, and pass drug screenings.
21. Must be available for travel and attend off-site training.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of teaching and instructional techniques.
2. Knowledge of safety practices and risk management.
3. Knowledge of testing techniques and evaluation of results.
4. Skills to manage group behaviors and individual student behaviors.
5. Skills to adapt instruction to a wide spread of functioning levels.
6. Skills necessary to operate and maintain classroom tools and equipment.
7. Skill set with Microsoft Office package.
8. Ability to keep class records and write reports.
9. Ability to use and administer educational software.
10. Ability to establish and maintain effective working relationships with students and teachers.
11. Ability to estimate materials and inventory for classroom requirements.

SPECIAL REQUIREMENTS

1. As a condition of employment, FLP employees are required to purchase and maintain uniform items (embroidered FLP polo shirts and khaki pants) which must be worn when designated.
2. This position falls under the West Virginia Public Employees Retirement System (PERS).
3. 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.

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