

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

POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML250103

OPENING DATE: 10 January 2025

CLOSING DATE: 23 January 2025

LOCATION: STARBASE Martinsburg, 167th Airlift Wing, 222 Sabre Jet Blvd., Martinsburg, WV 25405

JOB TITLE: WVMA Teacher I (Program Instructor for STARBASE Martinsburg)

AREA OF CONSIDERATION: Statewide

STARTING SALARY RANGE: \$39,114 to \$59,684 per year

How to Apply:

Anyone interested in applying for this position must submit the following:

1. a completed WV Military Authority Application
2. a resume which includes THREE PROFESSIONAL REFERENCES
3. a photocopy of your teaching certificate(s) if applicable
4. OPTIONAL: additional information (electronic portfolio, letters of recommendation, documentation of professional development, etc.)

Application materials must be submitted to the address below:

WVMA, Attn:HR- Employment Applications, 1703 Coonskin Drive, Charleston, West Virginia 25311
or email to ng.wv.wvarng.list.ma-hro@army.mil

Applications may be from the WVMA web site:

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

Questions may be directed to: Sherra Triggs, Program Director; Phone: (304) 616-5501; Email: sherra.triggs@us.af.mil

OVERVIEW:

STARBASE Martinsburg is seeking an enthusiastic and talented applicant to fill the position of Teacher I (Program Instructor) at our location in Martinsburg, WV. This is a 12-month, full-time, salaried position under the WV Military Authority (State of WV), and includes a generous State benefit package (insurance, retirement, etc.).

STARBASE is a Federally-funded Science, Technology, Engineering, and Mathematics (STEM) outreach program hosted by the 167th Airlift Wing in Martinsburg, WV. The purpose of the program is to inspire at-risk youth (primarily at the fifth-grade level) to pursue academic and career paths in STEM-related fields through intensive hands-on learning experiences with practical applications in an exciting classroom environment. Students typically attend STARBASE for five consecutive days for a total of 25 contact hours. Classes are taught during the school day and summer. Approximately 2,000 students participate in the program each year.

Typical work hours are 0700-1530 M-F. Occasional evening or weekend work could be required.

Additional information is available online at www.starbasemartinsburg.web.com and at www.starbasedod.com.

DUTIES AND RESPONSIBILITIES:

- Provide dynamic classroom instruction to participating students utilizing a variety of strategies that build on students' natural curiosity to explore, experiment, and discover.
- Research, develop and plan cutting edge STEM curriculum modules that are reflective of the program's mission, goals and core competencies, are in alignment with state and national standards, and incorporate effective practices in teaching and learning.
- Integrate the application of "real world" experiences and help students broaden their awareness of careers in STEM-related fields.
- Evaluate and continuously improve curriculum, operational practices, and instructional methods based on assessment data, evaluations, observations and feedback.
- Develop and/or continuously improve assessments, including pre and post tests, performance-based assessments, feedback sessions, teacher evaluations, satisfaction surveys, etc.

- Enter and analyze participant and outcome data. Provide reports as needed.
- Provide presentations in the community as needed.
- Demonstrate a commitment to lifelong learning by seeking out and participating in professional development activities.
- Provide individual attention and assistance as required to meet the varied needs and abilities of the learners.
- Provide teacher training and assist those teachers who attend STARBASE.
- Assist in the implementation and coordination of the STARBASE 2.0 afterschool program.
- Work independently as well as with a team to effectively complete tasks.
- Comply with all applicable safety rules, standards, and regulations.
- Complete other non-teaching, program-related projects and tasks as assigned.
- Occasional out of town travel is required (normally fewer than 10 days per year).

QUALIFICATIONS

- Bachelor's degree (or higher) is REQUIRED.
- Valid teaching certificate preferred.
- Valid driver's license REQUIRED.
- Experience in curriculum development and evaluation preferred.
- Interest in and affinity for the integration of a wide range of instructional technology tools into the curriculum.
- Ability to work with diverse students who have a variety of learning styles.
- Knowledge of testing techniques and evaluation of results.
- Knowledge of modern methodology and trends in educational development.
- Knowledge in math, science, aerospace, or related field a plus.
- Ability to communicate effectively with students, instructors, administrators, and public officials.
- Ability to motivate learners.
- Computer skills to include: Microsoft Word, PowerPoint, Excel and Access.

OTHER REQUIREMENTS:

- Successful candidate must be able to pass an extensive background check and obtain a security clearance as a condition of employment. Failure to obtain a security clearance within 3 months of employment may result in termination of employment.

SPECIAL REQUIREMENTS

1. This position is contingent upon continued receipt of Department of Defense funding.
2. This position falls under the WV Public Employees Retirement System.
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.
4. State positions announced by the Adjutant General at **at-will employment positions**. The term at-will employment means that the employee may be terminated at any time without cause.
5. Must be able to pass a Tier 1 federal background check.
6. **A pre-employment drug screen is mandatory.**

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