

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

**POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML260719**

OPENING DATE: July 24, 2026

CLOSING DATE: August 7, 2026

LOCATION: STARBASE Charleston, 130th Airlift Wing, 1679 Coonskin Drive, Charleston, WV

25311 JOB TITLE: WVMA Teacher

WORKING TITLE: Program Instructor for STAR:BASE Charleston

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. college transcripts (unofficial copies are acceptable; official copies are required prior to hire date)
5. **OPTIONAL:** additional information (electronic portfolio, letters of recommendation, documentation of professional development, etc.)

Application materials must be submitted to: **West Virginia Military Authority, Attn: HR – Employment Applications, 1703 Coonskin Drive, Charleston, West Virginia 25311** or you may email to **ng.wv.wvarng.list.ma-hro@army.mil** or fax to **304-561-6321**.

The application is available for download at:
<https://militaryauthority.wv.gov/Resources/Pages/Job-Postings.aspx>

OVERVIEW:

STARBASE Charleston is seeking an enthusiastic and talented applicant to fill the position of Teacher I (Program Instructor) at our location in Charleston, 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, Arts & Design, and Mathematics (STEAM) outreach program hosted by the 130th Airlift Wing in Charleston, 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 STEAM-related fields through intensive hands-on learning experiences with practical applications in an exciting classroom environment. Students 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 0730-1600 M-F. Occasional evening or weekend work will be required.

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 STEAM 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 STEAM-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 or work at STARBASE.
- Assist in the implementation and coordination of the STARBASE Advanced after-school 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.
- Daily organization and cleaning of classroom, bathrooms and common areas.
- Perform cleaning services such as sweeping, mopping, vacuuming floors, and washing classroom materials daily, walls, windows, mirrors or fixtures.
- Moves furniture, loads and unloads supplies, moves equipment by hand or with dollies and performs other manual tasks.
- Occasional out of town travel is required (normally fewer than 20 days per year).

KNOWLEDGE, SKILLS AND ABILITIES

- 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.

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree (or higher) in education or a STEAM field.

Experience:

At least 3 years of experience in elementary education is preferred.

- Valid teaching certificate preferred.
- Experience in curriculum development and evaluation preferred.

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. 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.
5. As a condition of employment, STARBASE employees are required to wear the required embroidered STARBASE polo shirts.
6. Valid driver's license REQUIRED.
7. State positions announced by the Adjutant General are at-will employment positions. The term at-will means that the employee may be terminated at any time without cause.

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