

DEPARTMENT OF MILITARY AFFAIRS
Lincoln's ChalleNGe Academy

CAREER OPPORTUNITY ANNOUNCEMENT
Personal Services Contract

POSITION TITLE: CADRE STAFF SUPERVISOR (Commandant)

SALARY: \$4616/MONTH

WORKSHIFT: Determined by the Deputy Director

LOCATION: Rantoul, IL

LCA # 20-021

AREA OF CONSIDERATION: N/A

EXAMPLE OF WORK: Under the administrative direction of the Deputy Director, plans and administers the operational functions of the Cadre Department for the Lincoln's Challenge Academy. Communicates with the Deputy Director of the academy on a daily basis to provide departmental feedback. Designs and presents activities of the academy and assists in the planning, staffing, and implementation of special events. Completes administrative activities of the position.

1. Develops training programs to assist the cadre department and ensures its members are fully qualified to perform their duties at all times. Acts as the approval authority for the scheduling of all cadre staff. Evaluates and completes performance appraisals for cadre leaders and provides input on evaluations for operations staff. Reviews appearance of cadre and makes corrections and disciplines as needed. Submits recommendations for more severe disciplinary actions or dismissals of cadre staff based on results of investigations/evaluations. Interviews all vacant cadre positions and recommends hire to the Director
2. Provides direct oversight and supervision to the successful completion of cadet activities. Reinforces cadre knowledge of the three elements of NGB Operational Performance: Graduation Goal, Graduate Post Residential Reporting and Placement. Ensures the attendance of cadre members at all scheduled events; physical training, classes, counseling sessions, and motivational speaker events. Evaluates and oversees data entry into the Cadet Tracking System.
3. Assess and reports cadet's performance. Corrects problems referred by cadre leadership before referring to the Deputy Director. Reviews incident reports and disciplines cadets based on results of investigations. Ensures that all cadre staff are trained in Crisis Prevention and Intervention techniques in order to deal with cadets' aggressive behavior to restore order in accordance with policy and procedures.
4. Reviews staff investigations into cadet misconduct. Submits recommendations and clearly documents all facts to the Deputy Director on appropriate cadet discipline and dismissal actions.
5. Provides and disseminates, through subordinate supervisors, information on items such as changes in policies and procedures and updates to the daily/weekly schedule. Ensures that subordinates are kept informed, at any given time, of changes to policies.
6. Serves as the proponent authority for policies, procedures and regulatory guidance associated with the functions of the Cadre Staff Supervisor position. Develops policies, procedures and other guidance needed to implement and execute the duties, responsibilities and functions of this position description.

LCA # 20-021

7. Assists in developing the 22-week calendar for the program prior to the start of each new class. Provides input on activities to be scheduled. Attends weekly staff meetings to obtain information on changes to the program schedule, updates on current activities, and training on additional subjects of use to the program. Assists in the planning, staffing, and implementation of special events for the LCA, such as public appearances and weekend activities of the cadets. Reviews schedules to ensure availability of teams for special events. Ensures safety of all cadets and staff in attendance of special events. Conducts, supervises, and participates in physical training program. Provides instruction in proper techniques to subordinate staff in physical training. Follows developed guidelines in the Core Component Management Guide as required.

8. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.

REQUIREMENTS: Requires the knowledge, skill, and mental development equivalent to the completion of two (2) years of college. Bachelor's Degree with courses in social science preferred. Requires seven (7) years progressive military experience. Requires active membership in the Illinois National Guard, any Reserve Component, or retired Armed Forces. Must have received an honorable discharge from the military service. Requires attainment of military rank of E-7 to O-5. (Warrant Officer Ranks included). Must acquire and maintain a Common Access Card issued by Department of Defense for computer and building access.

KSA's: Requires extensive knowledge of the methods in conducting and developing programs. Requires ability to supervise employees and enforce the policies of the Director firmly, impartially, and quickly. Requires ability to instruct and develop professional staff in effective counseling practices. Requires ability to plan, organize, and coordinate activities of staff. Requires ability to enforce discipline, security, and safety. Requires physical strength and ability to carry out physical restraint procedures when necessary. Requires a valid Illinois driver's license and the ability to obtain a CDL driver's license within six (6) months from the date of employment.

ALL APPLICATIONS MUST BE COMPLETE: Those applications that are received missing any required information or documents will **NOT** be considered. Prior military personnel must attach a copy of their DD Form 214 to their application.

DOCUMENTS THAT CANNOT BE ACCEPTED: Photographs, copies of position descriptions, performance ratings, awards, and letters of appreciation.

EMPLOYMENT STIPULATIONS:

- This is an announcement for a Personal Services Contract for the Lincoln's Challenge Academy and the State of Illinois. At this time, this contract does not provide for medical, dental or life insurance and state retirement plans are not available. Specific questions regarding benefits should be directed to the point of contact on this announcement.
- Prior to hiring, a federal background check for computer access is required.

EQUAL OPPORTUNITY: The Lincoln's Challenge Academy is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, member or non-membership in an employee organization or any other non-merit factor.

LCA # 20-021

WHERE TO SUBMIT: Applications must arrive no later than the closing date specified on this announcement. Call or e-mail and receive a DMAIL-LCA Form 210 (Employment Application) and a Release of Information Form, or obtain documents at our website: www.lincolnschallenge.org
Mail, email or fax documents to:

Lincoln's Challenge Academy
ATTN: James M. Campbell, Sr., Human Resource Manager
212 W. Borman Drive, Rantoul, IL 61866
(217) 761-1302
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Date Posted: 4 June 2020

Closing Date: 28 June 2020