

**DEPARTMENT OF MILITARY AFFAIRS**  
**Lincoln's ChalleNGe Academy**

**CAREER OPPORTUNITY ANNOUNCEMENT**  
**Personal Services Contract**

**POSITION TITLE:** Instructor-Computer Lab  
**SALARY:** \$3,173.00/MONTH  
**WORKSHIFT:** Determined by Lead Instructor  
**LOCATION:** Rantoul, Illinois  
**LCA #21-019**

**AREA OF CONSIDERATION: No Restrictions.**

**EXAMPLE OF WORK:** Under the direct supervision of the Lead Instructor, follows a well-defined computer teaching program. Teaches specialized classes to promote the acquisition of computer literacy and daily living skills. Motivates and evaluates Cadet performance. Other responsibilities to include but not limited to the following:

1. Prepares and presents computer literacy lessons to achieve the standards/objectives as established in the Challenge Core Component Performance Measurement Guide. Presents a curriculum from Parkland College to allow Cadets to earn college credits while in residence. Exercises personal judgment to determine the most effective method of presentation. Prepares written examinations for approval by the supervisor, gives pre-examination instructions to Cadets, administers these examinations, and monitors Cadets while examinations are in progress. Grades and interprets results of examinations, maintains Cadet academic records, and counsels individual Cadets regarding their progress, including assistance in resolving personal problems affecting advancement in course studies. Provides academic tutoring as required.
2. Assists MIS personnel in the maintenance and operation of the two computer labs in the Education Building. Reports equipment problems promptly and obtains assistance when necessary. Maintains proficiency regarding software upgrades in order to properly instruct Cadets.
3. Evaluates individual Cadets to identify interests and educational, vocational, and recreational aptitudes. Performs various administrative tasks including preparing progress reports, inputting data into the Cadet Tracking System, and attending weekly meetings. Conducts orientation classes to computer hardware and software. Administers Windows local area network (LAN). Administers the Typsey touch typing program to Cadets. Recommends updating of course curriculum to the supervisor as needed. Recommends elimination or addition of materials as required. Ensures course objectives are accomplished in conformity with program objectives. Administers online testing as assigned by the department supervisor.
4. Conducts classes to enable cadets to explore/select future careers. Conducts word processing classes, and assists Cadets in the completion of autobiographical sketches, also conducts training on study and automated library information retrieval skills. Coordinates with other Instructors for class coverage during planned or unplanned absences.
5. Administers the following: Food Handlers Certification (online) and Forklift Certification (online-classroom portion). Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.
6. Communicates with Parkland College as needed for teaching CTC-110 Beginning Computers.

**REQUIREMENTS:** Requires a Bachelor's Degree in Business/Business Education or related field would also require a MOS Certification. Prefers a substitute teaching certificate recognized by the State of Illinois. Must acquire and maintain a Common Access Card issued by Department of Defense for computer and building access.

**KSA's:** Requires the ability to communicate with and instruct students. Requires working knowledge of classroom procedures and how to instruct students. Requires elementary knowledge of behavior patterns and behavior modification techniques appropriate for Cadets. Requires a valid Illinois driver's license. The Education Department has staffing requirements that change throughout the cycle, and Instructors must therefore be able to modify their starting and leaving times if requested to do so.

**Desired Qualifications:** Familiarization with Google Classroom, Microsoft products, and basic computer technology.

**ALL APPLICATIONS MUST BE COMPLETE:** Applications received that are missing any required information or documents will **NOT** be considered. Attach a copy of your substitute certification or teaching certificate to the 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 Lincoln's ChalleNGe Academy and the State of Illinois. The 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:** 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, membership or non-membership in an employee organization, or any other non-merit factor.

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

Mail or fax documents to:

**Lincoln's ChalleNGe Academy**  
**Attn: Sherri White-Taylor, Human Resource Manager**  
**212 W. Borman Dr.**  
**Rantoul, IL 61866**  
**(217) 892-1302**  
**FAX: (217) 892-1385**

**[sherri.white-taylor.ctr@mail.mil](mailto:sherri.white-taylor.ctr@mail.mil)**

**DATE POSTED: April 20, 2021**

**DATE CLOSED: May 20, 2021**