

DEPARTMENT OF MILITARY AFFAIRS
Lincoln's ChalleNGe Academy

CAREER OPPORTUNITY ANNOUNCEMENT
Personal Services Contract

POSITION TITLE: Instructor-GED
SALARY: \$3,400/MONTH
WORKSHIFT: Determined by the Lead Instructor
LOCATION: Rantoul, IL
LCA # 21-018

AREA OF CONSIDERATION: N/A

EXAMPLE OF WORK: Under the direct supervision of the Lead Instructor, follows a well-defined and outlined teaching program. Teaches specialized classes to promote the acquisition of study skills and General Education Development Classes. Motivates and evaluates cadet performance. Other responsibilities to include, but not limited to, the following:

- Prepares and presents lessons on designated subjects to students, exercising 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 examinations, and monitors cadets while examinations are in progress. Grades and interprets results of examinations, maintains cadet records, and counsels' individual cadets regarding their progress including assistance in resolving personal problems affecting advancement in course studies. Provides academic tutoring as required.
- Facilitates cadet use of Current GED materials in order to prepare cadets for GED tests. Responsible for transferring data to necessary staff and to the Cadet Tracking System database. Works with other instructors (as assigned) toward the use and implementation of the adopted curriculum materials.
- Recommends updating of course curriculum to supervisor. Recommends elimination or addition of materials as required. Ensures course objectives are accomplished in conformity with academy objectives.
- Conducts course critiques and provides analysis of critiques to the department supervisor. Makes recommendations concerning the curriculum, facilities, and operation of LCA Education Programs, and keeps current in designated assignment fields. Provides extensive automated file management utilizing the Cadet Tracking System database to update and maintain cadet data for tracking by the National Guard Bureau. Attends weekly meeting (QUAD) with Case Managers, Placement Advisor and Cadre to access cadets' progress in the program.
- Evaluates individual cadets to identify interests and educational, vocational, and recreational aptitudes. Performs various administrative tasks including cadet reports and team reports, Cadet Tracking System inputs, and weekly meetings.
- May serve as Lead Instructor in the absence of the Supervisor. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.

(LCA # 21-018 continued)

REQUIREMENTS:

Requires a Substitute Teaching Certificate recognized by the State of Illinois.

Requires extensive knowledge of computer literacy and/or science. Desired Qualifications: Bachelor's Degree in public or business administration, computer science, education, or social science. Ability to certify program of instruction through the State Board of Education. Must acquire and maintain a Common Access Card issued by Department of Defense for computer and building access.

KSA's: KSA's: Requires ability to communicate and instruct cadets. Requires working knowledge of classroom procedures and how to instruct cadets. Requires elementary knowledge of behavior patterns and modification techniques of cadets. A background in reading or mathematics is highly preferred. Requires a valid Illinois driver's license.

Desired Qualifications: Bachelor's Degree in public or business administration, education, or social science. Active Illinois 6-12 Teaching Certificate. Ability to certify program of instruction through the State Board of Education.

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 DD214 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.

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: Sherri White-Taylor, Human Resource Manager
212 W. Borman Drive
Rantoul, IL 61866
(217) 892-1302
FAX: (217) 892-1385

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Date Posted: April 20, 2021

Closing Date: May 20, 2021