

MILITARY DEPARTMENT
Job Opportunity



ANNOUNCEMENT: 2013-07

Date of Announcement: February 14, 2013

THE MILITARY DEPARTMENT IS THE STATE FUNCTION OF THE CALIFORNIA ARMY AND AIR NATIONAL GUARDS. **Successful candidate must be able to pass Live Scan and a National Agency Background check.**

POSITION: Military Instructor

Starting SALARY: \$3,825-\$6,454
The appointment hiring range is determined on education and experience of candidate.

LOCATION: CMD's Joint Forces Training Base, STARBASE Military Academy, 4022 Saratoga Avenue, Bldg #21, Los Alamitos, CA 90720

CONTACT: Ms Salli Curchin (916) 854-3026

FILE BY: March 6, 2013

Please complete an online State Application (Form 678) available from www.jobs.ca.gov and submit to this department ONLY by mail or person no later than the file by to:

**Military Department
State Personnel Programs
9800 Goethe Road, Box 27
Sacramento, CA 95827**

DUTY STATEMENT:

55%	Develop schemes of work and lesson plans. Establish and communicate clear objectives for all learning activities. Prepare classroom for class activities. Provide a variety of learning materials and resources for use in educational activities. Identify and select different instructional resources and methods to meet students' varying needs. Instruct and monitor students in the use of learning materials and equipment. Utilize relevant technology to support instruction. Observe and evaluate student's performance and development. Provide appropriate feedback on work. Encourage and monitor the progress of individual students.
25%	Update all necessary records accurately and completely as required by State and Federal laws; National Guard Bureau and Department of Defense policies and regulations. Prepare required reports on students and activities. Manage students behavior in the classroom by establishing and enforcing rules and procedures. Maintain discipline in accordance with the rules and disciplinary systems of the program. Apply appropriate disciplinary measures where necessary.
15%	Participate in extracurricular activities as assigned by the Program Director, to include possible summer camps and after school activities. Participate in program or department meetings. Keep up to date with developments in subject area, teaching resources and methods, and make relevant changes to instructional plans and activities. Collaborate with other teachers to support student achievement and student retention. Collaborate with other instructional teachers in the same content area. Effectively communicate with teachers and administrators.
5%	All other duties as assigned.

Please state the source of your eligibility (i.e. **List eligibility-if list eligible; tell us who you tested with**, SROA or surplus employee, reinstatement, transfer, lateral transfer, etc.).

For more details on the steps for getting a state job, visit the state jobs website at www.jobs.ca.gov or the CMD job site at <http://www.calguard.ca.gov/casp/Pages/SCS.aspx>

If you do NOT indicate the source of your eligibility, you may not be considered for an interview.

RELOCATION EXPENSES WILL NOT BE PAID

WHO SHOULD APPLY: Applicants must be a current state employee, a former state employee, or be on a state employment list for this classification in order to apply for this position. If applying under list eligibility, this means you took a state exam for this job classification. *Please include your exam results if you have them.* Applications will be screened and only the most qualified will be contacted for interview. **All appointments are subject to State Restriction of Appointment (SROA) provisions.**

DESIRABLE QUALIFICATIONS: Willingness to work in a military environment.

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.