



TEXAS MILITARY FORCES
 Joint Forces Headquarters
 Adjutant General's Department
 Post Office Box 5218
 Austin, Texas 78763-5218
 512-782-5001

**STATE AGENCY
 JOB VACANCY NOTICE**

POSTING NUMBER: 2012-38 (SALARY AMENDED)

POSTING DATE: 25 January 2012

CLOSING DATE: 07 February 2012

TITLE: Training Specialist IV (STARBASE Deputy Director / Lead Instructor)

STATE CLASSIFICATION #: 1784

SALARY GROUP: B19

MONTHLY SALARY: \$3,402.00 to \$3,917.00

OPENINGS: 1 (More than one position may be filled.)

FULL TIME **PART-TIME** **TEMPORARY**

HOURS WORKED WEEKLY: 40 Hours (Monday thru Friday)

SHIFT WORK: Yes No

FLSA: Admin-Exempt **JOB CATEGORY:** P

TRAVEL REQUIRED: Yes No (Up to 30% with overnight stays. Travel % decreases after first 4 months.)

AGENCY CAR FURNISHED: Yes No

WORK LOCATION: STARBASE, Building 31, 2200 W. 35th St., Camp Mabry, Austin Texas 78703

INTERVIEW LOCATION: Camp Mabry, Austin Texas 78703

APPLICATION PROCESS: Applicant must complete and submit the State of Texas Application for Employment for each posting. Interviews are scheduled based on the information provided on the employment application. Summary of experience must be specific and clear, assumptions are not made. Include all employment history and do not leave questions blank. Resumes may be accepted at the time of interview. Copy of official transcript and proof of required certification may be required at interview. Submitted applications become public record and are subject to disclosure.

Upon hire with the State of Texas, males between the ages of 18 through 25 must provide proof of registration or exemption with the Selective Service. For further information, visit the Selective Service website at <https://www.sss.gov/RegVer/wfVerification.aspx>.

NATIONAL AGENCY CHECK AND INQUIREY: Selected candidate must complete security clearance. The process includes a National Agency Check and Inquiry (NACI) and fingerprinting. New employees must complete and sign the Office of Personnel Management (OPM) Form SF85P. Completed forms are submitted to the OPM for the background investigations.

HOW TO APPLY

APPLY ONLINE AT: www.workintexas.com	MAIL APPLICATION TO: Adjutant General's Department ATTN: NGTX-RMH P. O. Box 5218 Austin, TX 78763-5218	APPLY IN PERSON: Monday-Friday, 8 AM to 4 PM 2200 West 35 th St. Camp Mabry, Building 11 Austin, TX 78703
FAX APPLICATION TO: (512) 782-5669		Telephone: (512) 782-5133
EMAIL APPLICATION TO: txagdstatejobs@tx.ngb.army.mil		

The Adjutant General's Department does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services. If you are in need of a reasonable accommodation, contact the State Human Resources Office, Adjutant General's Department.

GENERAL DESCRIPTION

Performs highly complex professional and education activities as Lead Instructor and Deputy Director for the Texas National Guard STARBASE Program's Austin site. STARBASE is an educational outreach program designed to increase the knowledge, interests and skills of underrepresented youth in science, technology, engineering, and math (STEM) through an inquiry-based curriculum with "hands-on, minds-on" experiential activities.

Serves as the lead STARBASE classroom instructor for both academic instruction and computer aided design instruction projects. Work involves the analysis of instructional needs, the development of lesson plans in alignment with *STARBASE Standards, Objectives, and Activities* and state and national standards, the preparation of instructional materials, and implementation of exemplary pedagogy. The Deputy Director reports to the State STARBASE Director and works under limited supervision with moderate latitude in the use of initiative and independent judgment.

JOB DUTIES AND RESPONSIBILITIES

- Serves as classroom lead instructor to teach STARBASE academic and computer aided design (CAD) curriculum.
- Serves as Deputy Director to assist State STARBASE Director with development and implementation of the Austin site STARBASE program in compliance with Department of Defense (DoD), Texas National Guard, and state guidelines.
- Researches, plans, develops and reviews STEM curriculum that incorporates effective practices in teaching and learning, integrates application of "real world" experiences, and broadens students' awareness of STEM careers.
- Evaluates program curriculum to ensure its alignment with Texas STARBASE mission and goals, required DoD core objectives, and state and national standards.
- Utilizes a variety of strategies and teaching methods to encourage students' curiosity and natural desire to experiment and discover.
- Evaluates and continuously improves program and curriculum based on assessment data evaluations, observations and educator and participant feedback.
- Collects, enters, analyzes and interprets outcome data from student and program evaluations to provide reports.
- Compiles data and prepares reports.
- Supervises, trains, monitors and reports progress of staff as directed.
- Provides presentations and written information to promote community awareness of the program as directed.
- Assists State STARBASE Director in developing collaborative partnerships for support of the STARBASE mission and goals.
- Performs related work as assigned.

MINIMUM REQUIREMENTS**EDUCATION:**

- Graduation from an accredited four-year college or university with a bachelor's degree or higher is required.
- Major coursework in education, science, math, technology and/or related field is required.

EXPERIENCE:

- Experience teaching youth in an academic environment is required.
- Experience using computers, word processing applications and database software is required.
- Experience teaching for a school is required.

PREFERRED EXPERIENCE AND EDUCATION:

- An elementary or middle school certification and experience in a science related field is preferred.
- Qualifications to teach upper elementary/middle school coursework in science, mathematics and technology are preferred.
- Masters Degree in science content area or curriculum and instruction is preferred.
- Certification or training in a teacher appraisal system is preferred.
- Experience in curriculum development, evaluation and current best practices are preferred.
- Experience, aptitude and interest in computer aided design (CAD) software are preferred.
- Experience, aptitude and interest in Adobe InDesign or similar software are preferred.
- Experience teaching STEM content is preferred.
- Course work in elementary/middle school teaching methods is preferred.
- Supervisory experience in an academic setting is preferred.

REGISTRATION, CERTIFICATION OR LICENSURE:

- A current and valid state teaching certificate is required at the time of application. Applicants applying online must provide name of which certificate can be found on SBEC website. Applicants with out-of-state certification must submit a scanned copy of certificate with application to txagdstatejobs@tx.ngb.army.mil.
- Valid driver's license is required. *The ability to obtain a Texas Driver's License will be required within first 30 days of employment. A clean driving record is required for driving state or federal vehicles to conduct agency business.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- science, mathematics and technology content; and
- curriculum development and instructional design.

Skill in:

- presenting academic curriculum effectively and interestingly to culturally and ethnically diverse fifth grade level students;
- researching and developing curriculum;
- operating computers with Microsoft Office Suite to include Outlook, Word, Excel and PowerPoint;
- developing presentation graphics; and
- composing informational material for public awareness.

Ability to:

- present and communicate clearly and concisely to small or large groups of varying ages, cultures, ethnicities and learning styles;
- demonstrate effective utilization of instructional best practices and exemplary pedagogy in the classroom;
- organize and analyze data;
- accurately interpret directives, policies and procedures;
- monitor and evaluate instructional effectiveness;
- supervise, mentor, evaluate and report progress of others;
- train, monitor evaluate and report progress of instructional staff;
- work accurately and efficiently within established and limited timelines;
- compose content for a website, newsletter and news release;
- plan and coordinate student events, base tours and VIP visits;
- work effectively in a team environment;
- establish and maintain positive, effective working relationships with director, co-workers, subordinates, district educators, community businesses and program visitors; and
- work year-round.

PHYSICAL CONDITIONS

Work is generally performed in a classroom setting involving standing for extended periods of time. This position requires the flexibility to interact with students by walking, stooping, bending and sitting to perform job duties. Work requires use of a personal computer and telephone. This position may periodically require the ability to lift, carry, move and/or set up equipment and materials that weigh up to 25 pounds.

The duties and responsibilities of your job may significantly impact the environment. You are responsible to maintain awareness of your environmental responsibilities as dictated by legal and regulatory requirements, your organization, and its changing mission.