



STATE OF IDAHO
invites applications for the position of:

Instructor Assistant, STARBASE Idaho

SALARY: \$21.00 - \$27.30 Hourly
DEPARTMENT: Division of Military
OPENING DATE: 08/12/21
CLOSING DATE: 08/25/21 11:59 PM
DESCRIPTION:

STATE OF IDAHO
MILITARY DIVISION
Human Resource Office (HRO)
State Personnel Branch
4794 General Manning Avenue, Building 442
Boise, ID 83705-8112
Telephone: (208) 801-4273

STATE VACANCY ANNOUNCEMENT

Registers established from this announcement may remain valid up to one year to fill vacancies within the same classification and position type.

ANNOUNCEMENT NUMBER:	21-75-N
AREA OF CONSIDERATION:	Open to all applicants
POSITION TITLE:	Instructor Assistant, STARBASE Idaho
PAY GRADE:	NGA-7
POSITION CONTROL NUMBER:	1204
CLASS CODE:	22744
SALARY:	\$21.00 to \$27.30 hourly (\$43,683 to \$56,790 annually)
FLSA CODE:	Covered
DUTY LOCATION:	Military Division, STARBASE Idaho, Gowen Field, Boise, ID
TYPE OF POSITION:	Civilian Nonclassified; Limited Service Appointment (<i>This position is funded under a cooperative agreement.</i>)
COMPATIBLE MILITARY FIELD:	Not Applicable

JOB TITLE: INSTRUCTOR ASSISTANT, STARBASE IDAHO
POSITION CONTROL NUMBER(S): 1202-1204
CLASS CODE NUMBER: 22744
SALARY GRADE: NGA-7

INTRODUCTION: These positions are assigned to the Department of Defense (DoD) STARBASE Idaho Program, functioning within the State of Idaho – Military Division. The primary purpose of this position is to assist in the daily operations and activities of the STARBASE Idaho Program designed to provide Title I elementary school 5th grade students stimulating “hands on”

training in math, science, technology and motivational goal-setting/self-esteem activities to help youth achieve a great future. Incumbent's work efforts provide support by assisting the Instructor with necessary coordination, preparation for and delivery of DoD STARBASE lessons, and conducting educational activities in accordance with DoD STARBASE instructions and expectations/ objectives. DoD STARBASE Idaho promotes exposure to the technological environment and positive role models found on a military installation.

EXAMPLE OF DUTIES:

DUTIES AND RESPONSIBILITIES:

1. The incumbent's primary responsibility is to assist the primary teacher (Instructor) for the DoD STARBASE curriculum of science, technology, engineering and math instruction. These duties will be consistent with DoD STARBASE lessons and activities in accordance with Department of Defense (DoD) instructions, expectations and objectives for STARBASE. The incumbent also assists with daily operations of the STARBASE Idaho Program located at Gowen Field in Boise, ID.
2. Assists DoD STARBASE Idaho staff with technical and administrative work including the development of guidelines, policies and procedures for the DoD STARBASE Idaho Program. Assists in the delivery of instructional curriculum that meets DoD STARBASE Idaho Teaching Objectives. Proposes modifications to accommodate varying student-learning levels and instructional needs. Assists in overall maintenance of the classroom and curriculum supplies. Uses available technology to manage assigned work and program operations. Manages time and administrative tasks effectively and efficiently to maximize attainment of program goals. Maintains records and files and ensures accuracy of work.
3. Provides information technology (IT), data and information management, and audio-visual support to the DoD STARBASE Idaho Program and staff as assigned.
4. Supports the DoD STARBASE Idaho Program Director to achieve the DoD STARBASE Idaho mission: To expose the youth of Idaho to an innovative learning experience at the 5th grade level that fosters academic success in science, technology, engineering, and math, incorporating goal setting, teamwork skills, and awareness of STEM careers. To nurture a winning network of collaborators, and build mutual loyalty within our communities, by providing 25 hours of exemplary hands-on instruction and activities that meet or exceed the National Standards. Promotes a respectful workplace that complies with policies of the Adjutant General. Observes and ensures compliance with all Equal Employment Opportunity (EEO), Whistleblower Protection Program, security, and workplace safety practices, policies, and regulations at all times. Maintains a safe and drug/alcohol/weapon free workplace.
5. In a joint effort with the Instructor, prepares student iPads and laptops for classes on a daily and rotational basis. Reviews and edits pages for the student iPads. Prepares experiment/activity materials daily for classes. Assists students during class time. Participates in educational staff videos created for the visiting schools. Maintains a safe, secure, clean and aesthetically pleasing classroom. Manages time and administrative tasks to maximize attainment of program goals. Arrives at work prepared for regular and recurring physical exertion and exposure to inclement weather conditions.
6. In the absence of a certified DoD STARBASE Instructor, delivers DoD STARBASE lessons and conducts educational activities in accordance with DoDI instructions, expectations, and objectives for the DoD STARBASE Program. Provides classroom management, captures and sustains the interest of the students, and prepares materials for the day(s) in which the instructor is absent. Modifies or adapts lessons and classroom management as needed to ensure learning based on students groups and actively participates and contributes to reflective discussions to determine any changes to lesson delivery or experiments.
7. Performs other related duties and projects as necessary or assigned.

SUPERVISORY CONTROLS: Performs work under the general supervision of a DoD STARBASE Idaho Instructor (Teacher) using applicable instructions, regulations, policies and procedures for technical guidance. Work is performed independently within the defined objectives and priorities established by the supervisor. Incumbent plans and carries out the details and perform the technical analysis and research required to meet those objectives. The supervisor evaluates completed work for timeliness, technical soundness, consistency and compliance with guiding directives.

PERSONAL WORK CONTACTS: In addition to the immediate supervisor and program staff, the incumbent's contacts include the Agency Director/Adjutant General and all levels of military and civilian personnel of the Idaho Military Division; city, county, state and federal elected and appointed officials and their staffs; city, county, state and federal employees from various agencies; private volunteer organizations; non-governmental organizations; private industry; and U.S. citizens and foreign nationals who have an interest in the programs and services of this organization. The incumbent may have contact with the teachers and parents of attending students or potential students for the purpose of presentations, visitations and problem solving. Additional contact groups may include representatives of professional organizations, the news media, and public action groups. The purpose and extent of each contact is different; the role and authority of each party is identified and developed during the course of the contact.

WORKING CONDITIONS / PHYSICAL EFFORT: Work is performed in a classroom (70%), outdoors on a lawn/paved area (10%), or in a professionally configured office setting (20%). Considerable standing, walking, bending and reaching is required when in the classroom and/or assisting with lessons and activities. Work requires periodic lifting up to 25 pounds. Travel in and out of state, including overnight stays, via all modes of transportation may be required. Use of tobacco products is not permitted anywhere within the confines of the program or within view of the students. Employees working in a youth setting may be subject to safety and security surveillance, and are required to adhere to the dress, grooming, and personal hygiene standards and policies established by the DoD STARBASE Idaho Program.

FLSA Overtime Code: C (Covered; time and one-half)
EEOC: B06 (Paraprofessional)
WCC: 9410
AUGUST 2021

MINIMUM QUALIFICATIONS:

QUALIFICATION REQUIREMENTS

Mandatory Requirements (conditions of employment)

- Must have and maintain a valid and unrestricted state issued driver's license (from any state).
- Must submit to and pass an OPM Federal Childcare National Agency Check with Inquiries (CNACI) investigation, including a complete ten (10) finger fingerprint card or scan, upon offer of employment. Must submit to and pass a DAI SAAR (DD 2875) request. Must agree to submit to periodic rechecks in accordance with applicable laws, regulations, and policies. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*
- Must be willing to travel occasionally for special school year or summer programs/ DoD STARBASE training.
- Must commit to work actively toward the continuous improvement of the Idaho STARBASE Program.

Knowledge, Skills and Abilities (KSAs)

Applicants must have a minimum of 24-months related education, training, and/or specialized experience performing related duties as specified below.

- Knowledge of classroom instruction practices necessary to deliver elementary level Science, Technology, Engineering and Math (STEM) curriculum.
- Knowledge and experience working professionally in a classroom and office setting.
- Skill and ability in organization, problem-solving, conflict-resolving, and record-keeping abilities.
- Knowledge and experience differentiating instruction for students with varying needs (i.e.: ELL, Title I, students with IEPs or 504s); and the ability to constantly evaluate students for comprehension of presented information and to diversify as needed to create an interactive learning environment.
- Ability to develop connections between technology and real-life situations and environments.
- Ability to understand and communicate how STEM will be used in the future by the students.

CONDITIONS OF EMPLOYMENT:

- a. Each person hired will be required to provide verification of eligibility to work in the United States and may be subject to a criminal background check.
- b. Refer to the position description for the Mandatory Requirements for this position.
- c. The State of Idaho, Military Division is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), genetic information, political affiliation, marital status, and disability or age (which does not interfere with job accomplishment or job eligibility based upon the position description Mandatory Requirements). Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

5. PERSONNEL MANAGER CERTIFICATION: The title, series, grade, duties and responsibilities are complete and accurate as written and a current or projected vacancy exists as advertised.

Gloria A. Duncan
Supervisory Human Resource
Specialist
Military Division – State Personnel
Branch

SUPPLEMENTAL INFORMATION:

If you are unable to apply online, please contact the HRO office by phone 208-801-4273 or email hrobypass@imd.idaho.gov to discuss alternative options.

Thank you for your interest in employment with the Idaho Military Division.

Instructor Assistant, STARBASE Idaho Supplemental Questionnaire

- * 1. Mandatory Requirement: Must have and maintain a valid and unrestricted state issued driver's license (from any state).

Provide written response regarding your willingness and ability to meet this condition of employment (have and maintain).

- * 2. Mandatory Requirement: Must submit to and pass an OPM Federal Childcare National Agency Check with Inquiries (CNACI) investigation, including a complete ten (10) finger fingerprint card or scan, upon offer of employment. Must submit to and pass a DAI SAAR (DD 2875) request. Must agree to submit to periodic rechecks in accordance with applicable laws, regulations, and policies. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- * 3. Mandatory Requirement: Must be willing to travel occasionally for special school year or summer programs/ DoD STARBASE training.

Provide written response regarding your willingness and ability to meet this condition of employment.

- * 4. Mandatory Requirement: Must commit to work actively toward the continuous improvement of the STARBASE Idaho Program.

Provide written response regarding your willingness and ability to meet this condition of employment.

- * 5. **KSA: Knowledge of classroom instruction practices necessary to deliver elementary level Science, Technology, Engineering and Math (STEM) curriculum.**

Provide detailed written response describing your related education, training, and/or specialized experience to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, training, classes completed, etc.*

- * 6. KSA: **Knowledge and experience working professionally in a classroom and office setting.**

Provide detailed written response describing your related education, training, and/or specialized experience to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, training, classes completed, etc.*

- * 7. KSA: **Skill and ability in organization, problem-solving, conflict-resolving, and record-keeping abilities.**

Provide detailed written response describing your related education, training, and/or specialized experience to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, training, classes completed, etc.*

- * 8. KSA: **Knowledge and experience differentiating instruction for students with varying needs (i.e.: ELL, Title I, students with IEPs or 504s); and the ability to constantly evaluate students for comprehension of presented information and to diversify as needed to create an interactive learning environment.**

Provide detailed written response describing your related education, training, and/or specialized experience to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, training, classes completed, etc.*

- * 9. KSA: **Ability to develop connections between technology and real-life situations and environments.**

Provide detailed written response describing your related education, training, and/or specialized experience to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, training, classes completed, etc.*

- * 10. KSA: **Ability to understand and communicate how STEM will be used in the future by the students.**

Provide detailed written response describing your related education, training, and/or specialized experience to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, training, classes completed, etc.*

- * 11. Unqualified or incomplete applicant packets will not be forwarded.
Do you certify you attached any supporting/required documentation and given detailed written responses with your application packet before submitting?
 Yes No

- * 12. Do you certify that all of the information and attached documents to this application

are true, correct, complete and made in good faith? (This will constitute your official signature.)

Yes No

* Required Question