



STATE OF IDAHO
invites applications for the position of:

Instructor, STARBASE Idaho

SALARY: \$25.69 - \$33.40 Hourly
DEPARTMENT: Division of Military
OPENING DATE: 01/21/22
CLOSING DATE: 02/04/22 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.

ANNOUNCEMENT NUMBER:	22-03-N
AREA OF CONSIDERATION:	Open to all applicants
POSITION TITLE:	Instructor, STARBASE Idaho
PAY GRADE:	NGA-9
POSITION CONTROL NUMBER:	5205
CLASS CODE:	22768
SALARY:	\$25.69 to \$33.40 hourly (\$53,433 to \$69,462 annually)
FLSA CODE:	Administrative Exempt
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, STARBASE IDAHO
POSITION CONTROL NUMBER: 1115, 1205 & 5205
CLASS CODE NUMBER: 22768
SALARY GRADE: NGA-9

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 perform the daily operations and activities of the DoD 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 delivering DoD STARBASE lessons and conducting educational activities that support youth in a math, science, engineering, and technology education improvement program, and by exposing them to the technological environment and positive role models found on a military installation. Assists with student daily care, community projects, and mentoring services for students. Assists in the effort to keep school administrators and parents informed of ongoing program functions.

EXAMPLE OF DUTIES:

DUTIES AND RESPONSIBILITIES:

1. The incumbent’s primary responsibility is to serve as an Instructor for the DoD STARBASE Idaho Program. Incumbent is responsible for delivering DoD STARBASE lessons and conducting educational activities in accordance with DoD instructions (DoDI), expectations and objectives for the DoD STARBASE program. Delivers instruction intended to capture the interest and sustain the attention of participating students using a combination of practical knowledge of the methods and techniques of instruction, and a practical knowledge of the subject matter taught, especially science, technology, engineering and math. Demonstrates a passion for instructing and inspiring young minds in a creative, hands-on learning environment. Contributes fully to a high-energy team atmosphere. Provides administrative and operational support for program activities and staff as needed. Prepares classroom materials and activities.
2. Manages DoD STARBASE Idaho Program instruction. Under the supervisor’s direction, performs routine, continuing instruction management functions involving the execution of lessons to instruct elementary level science, technology, engineering and math using the DoD approved curriculum. Delivers lessons to student groups over a 25 hour, 5-week schedule. Uses numerous source materials, modifying/adapting lessons and materials as necessary to be suitable for a particular student group. Provides information for the DoD STARBASE Idaho Director’s use in making operational program decisions and developing future priorities and plans.
3. Organizes and prepares daily lesson plans and activities for each class. Maintains all records of students, instructors, class attendance, attitude changes, and pre-/post- test scores, as deemed necessary. Actively participates in keeping new approved lesson plans updated and implemented. Assists with developing classroom schedules and maintaining technology systems. Participates in curriculum development in conjunction with the DoD STARBASE Idaho Director and staff. Attends staff meetings and provides appropriate input. Reviews work and assures that all requirements for an effective program are met. Maintains a high level of instructional skills and knowledge in Science, Technology, Engineering and Math (STEM) as applicable to the DoD STARBASE curriculum. Assists the DoD STARBASE Idaho Director with training workshops and events. Establishes and/or implement laws, regulations, policies and procedures that promote effective classroom environments. Manages fiscal resources responsibly, efficiently and effectively. Manages inventory of classroom supplies and technical equipment. Makes recommendations for equipment and supply purchases, and coordinates requests for purchases with the Director and applicable staff members.
4. In a joint effort with the Instructor Assistant, prepares student iPads and laptops for classes on a daily and rotational basis. Develops and edits pages for the student iPads. Prepares experiment/activity materials daily for classes. Instructs and 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.

5. Promotes program improvement. Encourages use and development of expanded technology within the program when it can better serve the students. Grows professionally by engaging in professional development activities and teaches such activities to others determined by the Director. Facilitates program-based research and uses these and other research findings to plan program improvement initiatives. Fosters a genuine continuous involvement in promoting the progress of all students toward attaining high standards. Communicates and cooperates with DoD STARBASE Idaho staff, sharing best practices and lessons that fit the DoDI core and approved lesson plans. Instructs DoD STARBASE Idaho summer programs for youth, teacher training, and other tasks as determined by the Director.

6. Provides day-to-day operational support to the program Director and staff. Prepares classroom materials and activities. Assists students with special needs in order to make the student's learning experience positive. Assists with correcting and returning disruptive or misbehaving students to safe and acceptable conduct and behavior. Provides information technology (IT), data and information management, audio-visual, and networking and social media support to the DoD STARBASE Idaho Program and staff as necessary.

7. Performs supervisory responsibilities. Provides leadership and direct supervision to the Instructor Assistant. Communicates work to be accomplished. Sets priorities and identifies schedules for completion of work. Monitors employee in the accomplishment of work assignments. Establishes job performance standards and appraises job performance for Instructor Assistant's. Provides advice, counsel or instruction on both technical and administrative matters. Reviews goals and objectives, discusses program compliance, and adjusts as needed. Coordinates program staffing needs, position descriptions, and personnel and position actions with the supervisor and the Human Resources Office (HRO), as appropriate. Participates and interviews candidates for DoD STARBASE Idaho positions. Hears and resolves complaints; refers more serious unresolved complaints to supervisor or HRO. Effects minor disciplinary measures such as warnings, verbal reprimands and written counseling. Identifies developmental and training needs of supervised employees, and provides or makes provisions for such development and training. 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.

8. Supports the 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.

9. Performs other related duties and projects as necessary or assigned.

SUPERVISORY CONTROLS: Work is performed under the general supervision of the DoD STARBASE Idaho Director. The supervisor assigns broadly defined goals, missions, and functions. The incumbent is responsible for execution of directions by independently defining/formulating overall strategies, initiatives, goals and milestones. The incumbent exercises a wide-latitude of independence and must display tact, good judgment, creativity, and analytical ability to independently work through complex problems or dynamic situations and produce products and solutions. Guidelines, policies, methods and procedures regarding instructional matters are described and are normally applicable. Completed work is reviewed for accuracy and conformance with guidelines and attainment of objectives.

PERSONAL WORK CONTACTS: In addition to the DoD STARBASE Idaho Director, staff, and participating students, 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 will 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 are required. Incumbent may experience regular and recurring physical exertion and exposure to inclement weather conditions. 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: A (Administrative Exempt; straight time)

EEOC: B02 (Professional)

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 agree to attend/accomplish required job training as determined by the supervisor, including continuing education necessary to maintain Idaho educator credentials. Must be willing to travel occasionally for special school year or summer programs/ DoD STARBASE training.
- Must meet one of the following mandatory requirements.
 - A Bachelor's or higher degree in education from an accredited college or university. Preferred candidates will have a Science, Technology, Engineering and Math (STEM) focused curriculum; **OR**
 - Four years of any combination of college-level education, training and/or professional teaching experience which provided a thorough knowledge of Science, Technology, Engineering, and Math (STEM) concepts and instruction.
- Must have and maintain a current Idaho Educator Certification.
- Must have and maintain a current Idaho CPR Certification or be willing to get certification within 6 months of appointment at employer expense.
- Must commit to work actively toward the continuous improvement of the Idaho STARBASE Program.

Knowledge, Skills and Abilities (KSAs)

Applicants must have 36-months of any combination of specialized education, training and professional work experience related to the duties as specified below.

- Knowledge of Science, Technology, Engineering, and Math (STEM) curriculum, and an understanding of how to implement a variety of technologies in the class setting.
- Skill in working with children, and the ability to create an effective learning environment which emphasizes Science, Technology, Engineering, and Math (STEM) concepts; and the ability to constantly evaluate students for comprehension of presented information and to diversify as needed to create an interactive learning environment.
- Knowledge of and/or experience in differentiating instruction for students with varying needs (i.e.: ELL, Title I, students with IEPs or 504s).
- Ability to recognize and evaluate effective instruction practices and classroom management skills; and to work in a variety of instructional settings including, but not limited to, solo teaching, team- teaching, station teaching and co-teaching.
- Knowledge of adolescent development; ability to implement a strong classroom management system; and an understanding of diversification and its implementation in a class setting; and an understanding of various aspects of curriculum and competency in managing an adaptive curriculum.
- Ability to deliver objectives from a variety of technological sources; interpretative skills to function as a translator between the students and technology; and ability to develop and articulate connections between technology and real-life situations and environments.
- Skill in organizational, administrative, problem-solving, conflict-resolving and record-keeping abilities.
- Ability and willingness to devote time as needed for quality communication and effective relationships with military personnel, school principals and instructors, students, parents and volunteers.

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

The HRO State Personnel Branch will not forward incomplete or nonqualifying application packets for consideration.

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.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #22-03-N
INSTRUCTOR, STARBASE IDAHO
GD

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

Instructor, STARBASE Idaho Supplemental Questionnaire

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

Provide written response regarding your willingness and ability have and maintain unrestricted license - DO NOT provide license info here).

- * 2. **Mandatory Requirement (condition of employment)**: 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 (condition of employment)**: Must agree to attend/accomplish required job training as determined by the supervisor, including continuing education necessary to maintain Idaho educator credentials. 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 (condition of employment)**: Must meet one of the following. List the requirement(s) that you meet and **provide applicable documentation** (unofficial transcripts accepted) and/or detailed response for

professional level work experience:

- A Bachelor's or higher degree in education from an accredited college or university. Preferred candidates will have a Science, Technology, Engineering and Math (STEM) focused curriculum; **OR**
- Four years of any combination of college-level education, training and/or professional teaching experience which provided a thorough knowledge of Science, Technology, Engineering, and Math (STEM) concepts and instruction.

Provide written response how you meet this condition of employment; and certify you have attached supporting documentation if applicable.

- * 5. **Mandatory Requirement (condition of employment)**: Must have and maintain a current Idaho Educator Certification.

Do you certify you have and willing to maintain the required certification and have attached to your application?

☐ Yes ☐ No

- * 6. **Mandatory Requirement (condition of employment)**: Must have and maintain a current Idaho CPR Certification or be willing to get certification within 6 months of appointment at employer expense.

Provide response if you already have the required certification and attached to your application; or if you are willing and able to obtain and maintain.

- * 7. **Mandatory Requirement (condition of employment)**: Must commit to work actively toward the continuous improvement of the Idaho STARBASE Program.

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

- * 8. **KSA: Knowledge of Science, Technology, Engineering, and Math (STEM) curriculum, and an understanding of how to implement a variety of technologies in the class setting.**

*Provide detailed written response describing a combination of your specialized education, training and professional work experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. Response should be detailed and include specific examples of job duties performed, responsibilities, education/training completed, etc.*

- * 9. **KSA: Skill in working with children, and the ability to create an effective learning environment which emphasizes Science, Technology, Engineering, and Math (STEM) concepts; 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 a combination of your specialized

education, training and professional work experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, education/training completed, etc.*

- * 10. KSA: **Knowledge of and/or experience in differentiating instruction for students with varying needs (i.e.: ELL, Title I, students with IEPs or 504s).**

Provide detailed written response describing a combination of your specialized education, training and professional work experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, education/training completed, etc.*

- * 11. KSA: **Ability to recognize and evaluate effective instruction practices and classroom management skills; and to work in a variety of instructional settings including, but not limited to, solo teaching, team- teaching, station teaching and co-teaching.**

Provide detailed written response describing a combination of your specialized education, training and professional work experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, education/training completed, etc.*

- * 12. KSA: **Knowledge of adolescent development; ability to implement a strong classroom management system; and an understanding of diversification and its implementation in a class setting; and an understanding of various aspects of curriculum and competency in managing an adaptive curriculum.**

Provide detailed written response describing a combination of your specialized education, training and professional work experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, education/training completed, etc.*

- * 13. KSA: **Ability to deliver objectives from a variety of technological sources; interpretative skills to function as a translator between the students and technology; and ability to develop and articulate connections between technology and real-life situations and environments.**

Provide detailed written response describing a combination of your specialized education, training and professional work experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, education/training completed, etc.*

- * 14. KSA: **Skill in organizational, administrative, problem-solving, conflict-resolving and record-keeping abilities.**

Provide detailed written response describing a combination of your specialized education, training and professional work experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, education/training completed, etc.*

- * 15. KSA: **Ability and willingness to devote time as needed for quality communication and effective relationships with military personnel, school principals and instructors, students, parents and volunteers.**

Provide detailed written response describing a combination of your specialized education, training and professional work experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, education/training completed, etc.*

- * 16. 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

- * 17. 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