

**WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085
POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML220702**

OPENING DATE: July 1, 2022 CLOSING DATE: Open until filled
LOCATION: Mountaineer Challenge Academy North, Kingwood, WV

JOB TITLE: MCA Cadet Services Coordinator

FUNCTIONAL TITLE: Cadet Services Coordinator/Principal

SALARY RANGE: \$51,000 – 54,684

POSITION DESCRIPTION

MINIMUM QUALIFICATIONS

TRAINING: Graduation from an accredited four (4) year college or university with major course work in the area of assignment or related field: Education, Counseling and Guidance, Public Admin, Social Work, Vocational Rehabilitation, Counseling/Guidance, Communication, Business, Human Services or other related area.

EXPERIENCE: Three (3) years of progressively responsible, full-time experience with administrative or supervisory experience or other appropriate experience with transferable skills.

NATURE AND SCOPE OF WORK

Under the general supervision of the Director, performs skilled work at the full-performance level of the Academy. The Cadet Services Coordinator (CSC) serves as the Principal and supervises professional teachers and counselors. The scope of responsibility includes planning the academic and counseling services of the Academy. Work is designed to support the 8 Core Components of the National Guard Youth Challenge Program: Citizenship, Life Coping Skills, Leadership/Followership, Employability Skills, Physical Training, Employability Skills, Community Service, and Academic Excellence (high school diploma or high school equivalency). The general duty day for this position is, Monday – Friday, with some evenings and weekends, requires limited travel, and is subject to on call status. Performs related work and other duties as assigned.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Participate as a member of the Senior Staff to manage and operate all aspects of the program. Serve as the MCA Principal and direct the daily operations of the teachers and counselors
2. Coordinate with Program Coordinator to develop the training calendar and training schedules including academic classes, computer labs, extra classes, library time, instructional movies,

and test opportunities.

3. Serve as the Point of Contact and Coordinator for all field trips, guest speakers, and supplemental classes
4. Develop, maintain and implement operating procedures within regulatory and statutory guidelines (National Guard Youth Challenge Program, State of WV and the MCA) to insure operational compliance
5. Interpret statutes, regulations and policies to staff, families and the public.
6. Maintain accurate, up-to-date, required documentation using electronic formats for Cadet progress
7. Compile reports from data for Cadet progress and the operational status of the Program
8. Approve, maintain and verify compliance all curriculum used by the Academy
9. Plan, develop and execute through departmental staff, the counseling mission of the Academy.
10. Provide regular, scheduled wellness counseling services, assign counseling sessions for special needs (when assigned by Senior Staff) and sessions at Cadet requests (when approved) following a non-therapeutic environment.
11. Plan, develop and execute through departmental staff, the academic mission of the Academy.
12. Plan, resource and execute career exploration, work place readiness and vocational classes referred to as "extra classes"
13. Conduct interviews, recommend the selection and assignment of staff
14. Conduct departmental training and performance evaluations
15. Evaluate the operations and procedures for efficiency and effectiveness
16. Resource training opportunities for all staff
17. Properly manages confidential and sensitive information
18. Assists in the development and execution of the budget
19. Supports MCA Special Events: Opening Day, Career Day, Mock Interviews, Field Trips, Graduation, etc.
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21. May participate in conferences and meetings
22. Must be physically capable of participating in Academy requirements including, but not limited to: classroom instruction, Acclimation, field trips, bus rides, sporting events, operating 15 passenger van, 16-hour work days, lifting up to 40 lbs of materials or equipment.

23. Must have a valid driver's license, pass a criminal background check and pass drug screenings.

24. Must travel and attend off-site training.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of the program, department and related activities.
2. Knowledge of federal, state, and local government programs and their functional relationships with the Academy
3. Knowledge of the principles and techniques of management; including organization, planning, staffing, training, budgeting, and reporting in an educational environment
4. Knowledge of safety practices and risk management
5. Knowledge of proper techniques to handle, record, store, and dispose of Personal Identifiable Information including Education and Health Records.
6. Knowledge of classroom management techniques
7. Skill set in academic software programs.
8. Skill set with Microsoft Office package.
9. Skill to maintain records, prepare reports and correspondence related to work.
10. Skill to communicate with others, both in writing and orally (one-to-one and to groups).
11. Ability to plan, direct, and coordinate the program and administrative activities of the MCA.
12. Ability to supervise others.
13. Ability to evaluate operational situations, and analyze data and facts in preparation for administrative and policy decisions.
14. Ability establish and maintain effective working relationships with Cadets and co-workers, other government officials, employees, and the public

SPECIAL REQUIREMENTS

1. As a condition of employment, MCA employees are required to purchase and maintain uniform items (embroidered MCA polo shirts and khaki pants) which must be worn when designated.
2. Position is contingent upon receipt of continued Department of Defense funding.
3. This position falls under the West Virginia Public Employees Retirement System (PERS).
4. CONSIDERATION WILL BE GIVEN TO ALL QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, AGE, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.
5. A pre-employment drug screen is mandatory.
6. Must be able to pass a back-ground check.

Murray "Gene" Holt II
Director, WVMA