



LOUISIANA MILITARY DEPARTMENT

STARBASE, Jackson Barracks, New Orleans, LA

Deputy Director

#50580150

ANNOUNCEMENT NO. 181-2026

OPENING DATE: October 06, 2026

CLOSING DATE: Open Until Filled

***SALARY:**

ME-415 \$46,842 - \$74,942

*Salary indicates typical starting range. Level will be determined by qualifications.

JOB TYPE: Unclassified

Current Classified employees must give up their designation to accept this position.

POSITION DESCRIPTION:

The Deputy Director supports the Director in the overall management and success of the STARBASE program by leading curriculum development, coordinating instructional operations, training staff, supporting community outreach, managing program resources, and providing student instruction. The Deputy Director serves as a member of the leadership team and assumes leadership responsibilities in the Director's absence to ensure continuity of program operations. Demonstrate professionalism that reflects positively on the STARBASE Jackson Barracks program. Follow all departmental policies and procedures as outlined in the employee handbook. Maintain positive, respectful communication and productive working relationships with administrators, staff, students, and visitors. Complete all required annual LMD, safety, and mandatory training. Pursue professional development to strengthen STEM knowledge, instructional practices, and technology skills. Plan, organize, and adjust lessons and activities to meet diverse student learning needs. Utilize a variety of instructional strategies to promote student engagement and learning. Prepare and organize instructional materials and classroom resources. Coordinate classroom readiness, school scheduling, and student support with program staff. Provide guidance to students and respond effectively to instructional or classroom needs. Ensure lessons are delivered accurately, efficiently, and in accordance with the STARBASE curriculum. Complete daily preparation requirements and maintain organized instructional materials. Support the implementation and operation of STARBASE and STARBASE 2.0 programs. Utilize instructional technology, audiovisual equipment, and STEM resources effectively. Assist the Director with program operations and other assigned duties to support mission success. Collaborate effectively with the Director, Office Manager, instructors, program coordinators, and support staff. Participate in and facilitate staff meetings, curriculum discussions, and instructional improvement efforts. Share knowledge, provide training, and assist staff to ensure consistent, high-quality program delivery. Foster a positive, cooperative work environment through effective communication and mutual support. Develop and maintain proficiency in STARBASE instructional technologies, including robotics, drones, Onshape, Cricut, Glowforge, and 3D printing. Train and mentor instructors and program coordinators in technology integration and engineering-focused instruction. Prepare instructional materials, equipment, computer labs, and technology resources to support daily lessons. Research, organize, and maintain supplies and equipment necessary for successful curriculum implementation. Ensure classrooms, laboratories, and instructional areas are prepared before lessons and restored following activities. Perform other duties as assigned.

BENEFITS

Retirement: LASERS

Insurance: Medical, Dental, & Vision

Paid Holidays: 10 plus proclaimed

Annual Leave: 96 hours per year with tenure increases

Sick Leave: 96 hours per year with tenure increases

POSITION QUALIFICATIONS:

Required a Bachelor's Degree. Proficiency in computer applications. Proficient in Google Workspace and Microsoft Office. Preferred Master's Degree in Education or a related STEM field. Knowledge of STEM curriculum, technology integration, and hands-on learning strategies. Knowledge of effective educational techniques, including lesson planning, instructional material development, classroom organization, and delivery of engaging, hands-on STEM instruction. Highly motivated with the ability to work effectively as part of a collaborative team. Motivated to engage with students and teachers from visiting schools while creating a positive and supportive learning environment.

GENERAL REQUIREMENTS:

- Must have a valid Driver's License, Social Security Card and Birth Certificate.
- Must qualify to obtain a Department of Defense Common Access Card (CAC) Card.
- Must be available to report to duty during emergency or disaster situations.
Other periodic travel may be required.
- Must meet physical requirements to perform functions of the position.
- Must attend/complete all Louisiana Military Department (LMD) annual training and other training required for the position.
- Must adhere to the Code of Ethics and foster a Sexual Harassment-Free Environment.

CONDITIONS OF EMPLOYMENT: By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

- All LMD positions require in-office attendance. This is not a remote position.
- Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.
- For positions requiring computer/email access selected applicant must qualify to obtain a Department of Defense Common Access Card (CAC) Card and maintain eligibility
- LMD is a substance abuse and drug free workplace. The selected applicant must pass a pre-employment background investigation and pre-employment drug test. Thereafter, all employees are subject to random drug testing.
- To become an employee of the LMD you must be a current member of the Louisiana National Guard or eligible for membership in the Louisiana State Guard.
- The selected applicant must pass a pre-employment criminal background investigation prior to employment.

APPLICATION PROCEDURES: All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application).

- **State Application:** The LANG-LMD-H Form 10 (State Application) is located at:
<http://geauxguard.la.gov/join-us/state-technician-vacancies>

Application(s) must be submitted to the appropriate LMD Human Resources point of contact below by the Close Date, no later than 12:00 a.m. CST:

Mrs. Dawn Riess
LMD-HR (LANG-JB)
6400 Saint Claude New Orleans, LA 70117
E-mail: dawn.t.riess.nfg@army.mil