



**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:** 2012-33

**POSTING DATE:** 03 January 2012

**CLOSING DATE:** Open Until Filled

**TITLE:** Resident Specialist IV (Team Leader)

**STATE CLASSIFICATION #:** A13

**SALARY GROUP:** 5207

**MONTHLY SALARY:** \$2,520.00

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

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

**HOURS WORKED WEEKLY:** 40 Hours (Schedule as Determined by Supervisor)

**SHIFT WORK:**  Yes  No

**FLSA:** Non-Exempt **JOB CATEGORY:** Q

**TRAVEL REQUIRED:**  Yes (Minimal)  No

**AGENCY CAR FURNISHED:**  Yes  No

**LICENSE OR REGISTRATION REQUIRED:** Valid Driver's License\*

**WORK LOCATION:** Texas ChalleNGe Academy, 100 Schoolhouse Rd, Sheffield, TX 79781

**INTERVIEW LOCATION:** Texas ChalleNGe Academy, 100 Schoolhouse Rd, Sheffield, TX 79781

**PRE-EMPLOYMENT CONDITIONS:**

- This position is security sensitive and employment is contingent upon favorable results of a criminal record check with the Texas Department of Public Safety.
- Final applicants must pass a pre-employment drug test prior to being hired.

**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>.

**Texas ChalleNGe Academy is a smoke-free environment. Smoking and/or the use of tobacco is prohibited within the facility.**

**HOW TO APPLY**

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

Perform highly complex (senior-level) care and teach living skills to cadets in a residential environment. The Texas Challenge Academy (TCA) Team Leader is responsible for the direct supervision of assigned cadets participating in a voluntary residential military style academy. This position will administer and teach the cadet disciplinary process, provide direct instruction in the program's eight core components and conduct cadet physical training related exercises. This position reports directly to the Commandant through the Team Leader in Charge. The Team Leader works under limited supervision with considerable latitude for the use of initiative and independent judgment.

**JOB DUTIES AND RESPONSIBILITIES**

- Ensure that all activities designated on the TCA training schedule are accomplished during the shift.
- Ensure that the cadet Standards of Discipline are upheld. Provide behavior directed counseling to reduce friction, correct undesirable behavior, improve morale and maintain continuity.
- Keep the TCA Chain of Command and fellow Team Leaders informed of all important matters through verbal communication, cadet conduct reports and the shift pass-down logs.
- Transport cadets between locations, i.e. formations, physical training areas and work sites. Transport cadets for medical treatment, as needed.
- Responsible for ensuring the cadets' barracks, common areas and living conditions are properly maintained in accordance with established standards.
- Analyze and evaluate the progress and development of assigned cadets and present verbal and written reports.
- Administer the weekly cadet behavior evaluation process and provide the evaluations to the Commandant Leader via the Team Leaders in Charge.
- Ensure the safety of all TCA personnel and cadets during the shift.
- Teach the cadets to move to and from daily assignments in orderly multiple sized military formations (Squad, Platoon and Company).
- Conduct daily behavior sessions in a group setting with the cadets and provide behavioral assessments to the RPM Department and the Chain of Command.
- Conduct "Huddle-Ups" to immediately address infractions of the cadet handbook.
- Teach the Health and Hygiene component of the Cadet Performance Measurement Guide.
- Teach the Life Coping Skills component of the Cadet Performance Measurement Guide.
- Teach the Leadership/Followership component of the Cadet Performance Measurement Guide.
- Assist the RPM Department in developing residential and post-residential goals in the formation of the individual cadet's post-residential action plan.
- Assist the RPM Department in identifying durable placement for assigned cadets.
- Maintain a cadet weight control program in conjunction with the Physical Fitness component of the Cadet Performance measurement Guide.
- Create new or evaluate and revise curriculum in support of the program's eight core components.
- Provide training to new staff as directed by the Commandant.
- Maintain and update cadet performance and disciplinary files.
- Update the automated database system in regard to cadet performance and mastery of the eight core components.
- Attend relevant training to maintain the essential functions of the position. (Personal financial responsibility is required to enable the issuance of a state or personal credit card for reimbursable training related expenses.)

## **QUALIFICATIONS AND REQUIREMENTS**

**EDUCATION:** Graduation from a standard senior high school or equivalent is required.

**EXPERIENCE:** One year of full-time experience working with youth is required.

**SUBSTITUTION:**

- Graduation from an accredited four-year college or university with major course work in Criminal Justice, Behavioral Science, Social Science or a related field may substitute for required experience. **OR**
- Three years of military service may substitute for required experience. **OR**
- A combination of military service and education equal to three years may substitute for required experience.

**PREFERRED QUALIFICATIONS:**

- Experience working with youth who are emotionally/behaviorally at-risk is preferred.
- Experience working with community outreach programs or alternative education programs is preferred.
- Bachelor's degree is preferred.

**REGISTRATION, CERTIFICATION OR LICENSURE:**

- Valid driver's license is required. \* The ability to obtain a Texas Driver's License will be required within first 30 days of employment. In addition, the ability to obtain a Texas Commercial Driver's License (CDL) will be required within first year of employment. Satisfactory driving records are required for driving state or personal vehicles to conduct agency business.
- First Aid and CPR certification required or ability to obtain such certification.

**OTHER REQUIREMENTS:** Personal financial responsibility is required to enable the issuance of a state or personal credit card for reimbursable training related expenses.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of techniques used in planning and supervising recreational and social activities.
- Knowledge of adolescent problems, growth and development.
- Knowledge of techniques used in interacting with Cadets.
- Knowledge of computers and using Microsoft software.
- Skill in maintaining a clean and organized environment.
- Skill in communicating clearly and effectively both verbally and in writing.
- Ability to demonstrate effective leadership.
- Ability to follow instructions and directions.
- Ability to interpret and explain program rules and regulations.
- Ability to effectively instruct Cadets.
- Ability to interact appropriately and professionally with Cadets.
- Ability to enforce disciplinary, safety and security measures.
- Ability to take appropriate action in emergency situations.
- Ability to physically take control of Cadets in a crisis environment.
- Ability to react quickly and/or run to respond to emergencies.
- Ability to clearly and appropriately document cadet performance and disciplinary files.
- Ability to maintain appropriate communication with management.
- Ability to work a flexible schedule.
- Ability to work well with others and establish and maintain positive working relationships.
- Ability to attend and participate in mandatory training located in local and out of town locations.
- Ability to train others.

## **PHYSICAL CONDITIONS**

Work involves standing, walking, stooping, kneeling, climbing, crawling and running. Frequently lifts, carries, moves, and sets up equipment and materials that weigh up to 50 pounds.

**PHYSICAL REQUIREMENTS NECESSARY TO PERFORM ESSENTIAL DUTIES**

A high level of physical fitness is required as demonstrated by successfully passing a physical fitness test. (External candidates must successfully pass the physical fitness test within 90 days of employment. Internal candidates must have successfully passed the most recent annual physical fitness test.) The following is a list of the minimum standard levels of fitness in all evaluated events. This standard is based upon a fifty percent level of the Army Physical Fitness Test (APFT):

<b>Standards: 50% of APFT</b>								
<b>Males</b>								
<b>Ages</b>	17-21	22-26	27-31	32-36	37-41	42-46	47-51	52+
<b>Push-ups:</b>	32	30	28	23	22	18	17	13
<b>Sit-ups:</b>	42	37	32	28	25	24	22	21
<b>2-mile run*:</b>	16:54	17:36	18:18	19:00	19:12	19:36	20:06	20:30
<b>Females</b>								
<b>Ages</b>	17-21	22-26	27-31	32-36	37-41	42-46	47-51	52+
<b>Push-ups:</b>	13	11	10	9	8	7	7	5
<b>Sit-ups:</b>	40	35	30	25	25	22	22	21
<b>2-mile run*:</b>	19:54	20:36	22:00	23:36	24:06	24:36	25:00	25:30

\*Time in minutes

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***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.***