

JAG Specialist

POSITION OVERVIEW

It is the responsibility of the JAG Specialist to provide relevant and challenging classroom and work-based learning experiences for the JAG students. The JAG Specialist should be committed to developing students' personal, leadership, and employability skills to ensure graduation from high school and positive post-graduate outcomes.

The ultimate outcome of the JAG Program is to place graduates in quality jobs (after graduation) which lead to a career in their chosen field or to guide the graduate toward a postsecondary education that fits his/her career goal. After placement, the JAG Specialist will be responsible for no less than monthly contacts with graduates (and non-graduates) and no less than six employer follow-up contacts over the 12-month follow-up period.

The ideal JAG Specialist will provide assistance to the non-graduate to complete high school graduation requirements or a high school equivalency diploma (GED) and will provide graduates with employment, retention, and advancement assistance during the 12-month follow-up phase.

MAJOR RESPONSIBILITIES

1. Establishing a positive rapport and working relationship with the school district and building administration, faculty, and staff.
2. Working closely with the program's in-school advisory committee to identify and select those students that need, want, and can profit from participation in the JAG Program.
3. Determining eligibility using local requirements, JAG-National requirements, and state/federal regulations that impact the program.
4. Providing guidance, support, referral, and tutorial services to ensure students stay in high school and complete graduation requirements.
5. Providing a comprehensive program of classroom, work-based, and community-based activities designed to help students achieve the number of required JAG competencies in the required six (6) clusters: Career Development, Job Survival, Basic Skills, Leadership, Self-Development, and Personal Skills.
6. Utilizing a student-led organization, the National Career Association, to motivate students' pride of membership (belonging), involvement, and recognition; encouraging participation in chapter activities for the purposes of reinforcing the JAG competencies and achieving the desired program outcomes.
7. Advising and assisting chapter leaders on conducting Career Association activities, including: Initiation and Installation Ceremony; community-service & civic engagement activities; leadership development activities; social development activities; skills development activities; National Competitive Events Program; fundraising and public relations activities.
8. Implementing an Employer Marketing and Job Development Plan to ensure all students are provided with work-based learning experiences during and after high school, and/or employment in an entry-level job that will lead a graduate toward his/her career goal.
9. Conducting follow-up contacts with both graduates and employers on a systematic basis, as prescribed in the JAG Specialist Handbook.
10. Completing all required forms and documents required by JAG, school, and funding resources in a timely fashion. Maintaining reports in the National Data Management System and exporting the database to the state organization, as required.
11. Managing time effectively and prioritizing work to meet required timelines.

12. Coordinating classroom, Career Association, and program activities as assigned, and assuming full accountability for the following performance outcomes: graduation rate, positive outcome rate, aggregate employment rate, full-time jobs rate, and full-time placement rate.
13. Participating in staff development workshops as provided by The Donna Contois Louisiana Jobs for America's Graduates (JAG-LA) and the school district.
14. Participating in JAG's National Training Seminar, which is held in July of each year.
15. Involving parents in the program whenever possible.

DESIRABLE CHARACTERISTICS

The ideal JAG Specialist will be able to:

1. Communicate effectively – verbally and non-verbally.
2. Use varied techniques to effectively train students in employability skills.
3. Develop and maintain accurate records and documentation of activities.
4. Establish rapport, motivate, and enhance the self-esteem of students.
5. Work as a member and/or leader of a team.
6. Schedule, organize, and prioritize work assignments to ensure timely and cost-effective completion.
7. Connect with students ages 15-21, and create a fun, professional learning environment.
8. Demonstrate a sincere interest in working with young people who are at-risk of dropping out of high school.
9. Create a positive environment in which students are considered to be the customers of the Jobs for America's Graduates Program.
10. Have vast energy and patience.
11. Does not take "no" or, especially, "I don't know" for an answer, and someone who has a "whatever it takes!" attitude about helping students accomplish their goals.

BASIC REQUIREMENTS

- Bachelor's degree, Teaching Certificate or CTTIE certificate, or enrolled in an accredited certification program.
- Possession of a valid driver's license and has transportation (with proper insurance) to perform job duties.
- Eagerness to contribute as integral part of a team focused on a holistic delivery of excellent teaching.
- Excellent classroom management, and ability to use data to drive instruction.
- Proficient in the use of technology.
- Professional, kind, interested in youth, and motivational.

To apply, please send a resume, cover letter and three professional reference letters to Millie Harris, Executive Director millie.harris@jcfa.us. Additional information about JCFA can be found on our website: www.JeffersonChamberFoundationAcademy.org

Jefferson Chamber Foundation Academy offers a competitive salary commensurate with experience, and a comprehensive benefits package which includes health insurance, paid leave and matched 401K contributions. Anticipated start date for the position is July 1, 2012 Jefferson Chamber Foundation Academy is an Equal Opportunity Employer