

Cape Girardeau Public School District No. 63

Job Description

Job Title: JAG Specialist

Terms of Employment: 9 month contract; 183 days + 17 extended contract days

FLSA Status: Exempt

Reports To: Principal

Brief Description of Position:

The JAG Specialist identifies, recruits, and instructs students deemed to have a high degree of difficulty of being promoted into the next grade level, achieving graduation, and/or making a successful transition from school to a career with advancement opportunities.

Required Qualifications:

- Bachelors degree in social service, counseling, business, education, or a related discipline is preferred. Equivalent combination of training, education, and experience may be considered.
- Experience working with youth accompanied by knowledge of child development issues.
- Skills in human relations, leadership, supervision, and motivational techniques.
- Ability to work 12 months per year.
- Ability to work independently while managing multiple priorities.
- Ability to establish the appropriate boundaries while developing and nurturing supportive relationships with students.
- Ability to educate a variety of constituencies and interested parties about the program by developing ongoing relationships and making formal presentations.
- Ability to develop curriculum and educational opportunities consistent with the JAG model.
- Working knowledge of basic computer applications such as word processing.

Essential Duties and Responsibilities:

- Provides appropriate curriculum and ensures students achieve specific JAG competencies through classroom instruction; teaches through a variety of methods including lecture, hands-on activities, and team teaching; tailors the program and teaching methods for the needs of each specific student and implements an intervention strategy for each individual.
- Ensures an appropriate pool of students by directly recruiting students, and obtaining referrals from an Advisory Committee, school personnel, and parents;

holds interviews with prospective candidates and those making referrals to determine, using JAG guidelines, the appropriateness of the prospective student for the program.

- Administers testing programs including pre-/post-tests and career interest surveys. Establishes and implements a career development plan for all enrolled students.
- Ensures positive perceptions of the J_G program within schools by developing and maintaining positive, effective working relationships with school personnel including teachers, administrators, students, and members of the Advisory Committee.
- Advocates for the program and develops a pool of effective community support resources by working with employers, parents, civic groups, and legislators to build awareness of and support for the program; develops job opportunities, participates in public relations activities, attends meetings and speaks to various community groups.
- Builds appreciation for teamwork, sense of belonging, and commitment to community service among J_G students by organizing and serving as advisor to a J_G Career Association; creates training opportunities through hands-on activities, film presentations, guest speakers, and workshops; assists with civic and social opportunities.
- Provides students with guidance, counseling, and support within appropriate limits; refers students to additional support services on an as-needed basis; takes responsibility for learning and complying with school policies such as mandated reporting, discipline, attendance, and the like.
- Complies with all documentation requirements in a timely fashion including contacts and activities involving students, employers, and other groups; develops and maintains a well-organized filing system.
- Assists students in finding and maintaining quality employment and/or post-secondary educational programs upon graduation; works closely with students and employers for 12 months after the end of the school year to ensure a satisfactory employment outcome; develops a plan for contacts with non-graduates to ensure effective transition to employment or additional education.
- Participates in staff, regional, and statewide meetings, and staff development activities.

Additional Responsibilities:

- Performs various school-related functions such as lunch duty.
- Participates in field trips.
- Completes special projects and other projects/duties as assigned by the Regional Manager.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: November 22, 2019