

JAG SPECIALIST

Under the direction of the JAG Manager, the JAG Specialist will provide one-on-one supportive services to youth formerly or currently involved in the foster system and youth formerly or currently involved in the justice system in the Jobs for Americas Graduates (JAG) out-of-school intervention. The JAG identifies, recruits, and instructs students deemed to have a high degree of difficulty of being promoted to the next grade, achieving graduation and/or making a successful transition from school to a quality entry-level job and/or pursue a postsecondary education leading to career advancement opportunities.

ESSENTIAL DUTIES & 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 JAG 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 JAG students by organizing and serving as advisor to a JAG 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 and data entry requirements in a timely fashion including contacts and activities involving students, employers, and other groups; develops and maintains a well-organized filing system.

CONTINUED

JAG SPECIALIST

ESSENTIAL DUTIES & RESPONSIBILITIES - CONTINUED

- 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, state-wide meetings, staff development activities
- Uphold CRCD's Mission Statement and 5 Year Strategic Plan

MINIMUM QUALIFICATIONS

- 1-2 years' experience or related work and/or BA Degree
- Familiarity with the At-Risk population is a plus. Experience working with youth accompanied by knowledge of the 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 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.
- Able to track students served, service delivered, and outcomes achieved using an Internet-based data management system.
- Knowledge of database management and quality control process
- Reliable, flexible team player who works well with minimal supervision, who has a good work ethic, and an ability to set and maintain personal boundaries
- Demonstrated ability to work on multiple projects simultaneously, and to meet deadlines
- Demonstrated knowledge of community resources
- Reliable transportation: valid driver's license, and car insurance as required by law, as appropriate
- Knowledge and experience of Microsoft Office (Excel, Word, Power Point)