

Jobs for Americas Graduates (JAG) Specialist

JOB TITLE:
JAG Specialist

REPORTS TO
Exec Dean, Workforce Development

CLASS:
Grant-funded Temp

JOB SUMMARY:

Responsible for helping young people stay in school through graduation and for providing work-based learning experiences in a classroom setting that leads to career advancement opportunities and/or assists them in enrolling in a postsecondary institution. Follows the guidelines and procedures established by the Jobs for America's Graduates (JAG) Multi Year Dropout Prevention Program or Senior Year Program. This position will also receive focus and direction from the Lead Youth Services.

ESSENTIAL FUNCTIONS:

1. Responsible for teaching 35-40 students in a classroom setting. Uses teaching techniques to provide work-based learning experiences that will lead to career advancement opportunities.
2. Provides appropriate curriculum and ensures students achieve specific school driven competencies through classroom instruction; teaches through a variety of methods including lecture, hands-on activities, and team teaching.
3. Organizes, creates, and implements new projects while evaluating and improving the existing services.
4. 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.
5. Responsible for determining eligibility for the program and for obtaining required personal/family documentation.
6. Tailors the program and teaching methods for the needs of each specific student, and implements an intervention strategy for each individual.
7. Responsible for follow up services for past participants and employer outreach.
8. Monitors, evaluates, and records program activities and program effectiveness.
9. Participates in staff, regional, and state-wide meetings, and staff development activities.
10. Mentors youth by providing assessments, job leads, advice, direction, structure, and support.
11. Tracks the number of students served, services delivered, and outcomes achieved in the JAG Electronic National Data Management System (e-NDMS).
12. Integrates students into the Michigan Works! system to maximize resources available to them.

ACCOUNTABILITIES:

Under the direct supervision of the Exec Dean, Workforce Development and indirect supervision from the Lead Youth Services, is responsible for instructing, facilitating, and providing focus for activities related to the operation of the Jobs for America's Graduates (JAG) Multi Year Dropout Prevention Program or Senior Year Program.

JOB SPECIFICATIONS:

Bachelor's degree required and teacher certification 6-12 preferred. Minimum three years of professional working experience required in education, workforce development, and/or human services. Bi-lingual (English/Spanish) preferred. Must have a high level of skill with Microsoft Office suite. Must have good interpersonal and communications skills, the ability to organize, prioritize and maintain confidentiality, and the ability to work in team environment.

I have reviewed the above job description for my current position and hereby acknowledge receipt of a copy of this job description.

Printed Name

Date

Signature

Supervisor Printed Name

Date

Signature