



JAG KY SPECIALIST JOB DESCRIPTION

Identifies, recruits, and instructs students needing additional assistance in transitioning from high school into post-secondary education, military or the world of work.

The JAG KY Comprehensive Job Specialist (Teacher) will:

1. Have a valid teaching certificate or adjunct certification.
2. Be assigned 100% of an ordinary workday to implementing the Jobs for America's Graduates model.
3. Have 3-4 scheduled JAG KY classes daily.
4. Have at least TWO (2) class periods per day for planning, coordinating services, completing required daily ENDMS documentation, marketing, business communications and home-visits, as necessitated.
5. Complete special projects and duties as assigned by program management.
6. Basic knowledge of computer technology and data input.
7. Ensure positive perceptions of the JAG KY program within schools by developing and maintaining effective working relationships with school personnel including teachers, administrators, students, and Advisory Committee.
8. Advocate 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 JAG KY.

ENROLLMENT & RECRUITMENT

9. Maintain a classroom enrollment of no less than 45 students and no more than 65 per site comprised of only registered JAG KY students.
10. Identify and recruit students in grades 9-12 with a minimum of four (4) barriers who will benefit from the program model.
11. Coordinate activities with community agencies to assist in meeting individual student needs.
12. Provide individual, group and career counseling for all students served.

PROFESSIONAL DEVELOPMENT

13. Participate in ALL required JAG KY meetings, trainings, professional development workshops, and the JAG National Training Seminar (NTS).
14. Complete ALL necessary forms for enrollment and participation in JAG KY.
15. Create an Advisory Committee for the purpose of recommending and referring participants to the JAG KY program.

CURRICULUM & INSTRUCTION

16. Provide instruction for all students utilizing the JAG program model
17. Implement JAG model curriculum and ensures students achieve specific competencies through classroom instruction including lecture, hands-on activities, team teaching, project-based learning.
18. Utilize leadership, teamwork, soft-skills development, community service, competitive events, PBL to effectively deliver the JAG model.
19. Tailor instruction and intervention strategies to the individual needs of each student.
20. Conduct parent-teacher conferences twice yearly (can be held in conjunction with school-sponsored PT conference).
21. Administer the Jobs for America's National Pre and Post-Test to all JAG KY participants in order to determine progress.
22. Provide follow-up services in finding and maintaining quality employment and/or post-secondary educational opportunities upon graduation.
23. Develop a plan for success with non-graduates to ensure effective transition to GED, employment or additional educational services.

SITE/STUDENT DOCUMENTATION

24. Submit all required JAGforce programmatic documentation (i.e., student profiles, model services, Pre-ETS, Medicaid) in a timely manner. Failure to do so may result in specialist or program suspension.
25. Commit to documenting daily model services on the JAGforce National Data Management System for every JAG KY participant, including correct attendance, allocation of time, competencies taught and classroom instruction.
26. Commit to providing twelve (12) months of communication and follow-up contact with every program graduate.
27. Secure and properly file all student records.
28. Compile data and complete reports necessary for program operation.

CAREER ASSOCIATION

29. Commit to establishing and coordinating a functional JAG KY Student Career Association.
30. Provide students with opportunities for field trips and guest speakers.
31. Host a JAG KY Officer Initiation and Installation Program.
32. Participate in local, regional, state and national student competitive and leadership events, as available.
33. Market JAG KY to local employers, business and industry through one-on-one communication, student/specialist presentations, classroom speaker opportunities, and news and social media.
34. Task a two-member site-specific Tech Team with the responsibility of taking and submitting weekly photos to the JAG KY Social Media Manager.
35. Administer at least ONE site specific JAG KY Social Media Site (i.e., FB, Twitter, Instagram).