

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

WEST PLAINS R-VII SCHOOL DISTRICT

JOB DESCRIPTION

POSITION TITLE: Jobs for America's Graduates (JAG)
REPORTS TO: Principal
DEPARTMENT: Secondary
LAST REVISED: March 21, 2016

PRIMARY DUTY

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.

ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ❖ 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 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.

SECONDARY JOB FUNCTIONS include the following. Other duties may be assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the secondary job functions.

- ❖ 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.
- ❖ Participates in faculty and professional meetings, educational conferences, mentor programs and teacher training workshops.
- ❖ Attends staff meetings and serves on staff committees as required.
- ❖ Actively participates in PLC process and maintains professional development hours.

SUPERVISORY RESPONSIBILITIES in accordance with the District's policies and applicable laws.

- ❖ As assigned by building administrator

EDUCATION and EXPERIENCE an equivalent combination of education, training and experience will be considered.

- ❖ Candidates must qualify for at minimum a substitute teacher certificate
- ❖ Bachelor's degree in social service, counseling, business, education, or a related discipline is preferred.

COMPETENCIES, KNOWLEDGE, SKILLS and ABILITIES which may be representative but not all inclusive of those commonly associated with this position.

- ❖ Experience working with youth accompanied by knowledge of child development issues.
- ❖ Skills in human relations, leadership, supervision, and motivational techniques.
- ❖ 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.

WORK ENVIRONMENT environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- ❖ Exposed to minimal noise levels.
- ❖ This individual may be exposed to potentially hazardous bodily fluids.

PHYSICAL ABILITIES physical requirements commonly associated with the performance of the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ❖ The employee may frequently lift and/or move up to 50 pounds. The employee is frequently required to feel, grasp, push, reach with hands/arms, hear, talk, stoop, kneel, crawl, perform repetitive wrist, hand and/or finger movement, and move up or down from/to sitting position.
- ❖ Specific vision abilities required by this job include close vision and distance vision.