



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Jobs for America Graduates (JAG Specialist)
<i>Payroll/Personnel Type:</i>	11 Month
<i>Reports to:</i>	Associate Superintendent for Academic Support

Position Summary:

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 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



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- Works closely with students and employers for 11 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
- 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
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to effectively analyze factors concerning risk, liability, safety and occupational hazards
- Must demonstrate effective identification and problem-solving skills
- Excellent written and verbal communications skills
- Excellent experience and skills in the use PC and Microsoft Office, Word, Excel, and Outlook
- Ability to establish and maintain effective working relationships with employees, other agencies/organizations and the public
- Must project professionalism coupled with strong leadership qualities

Experience:

- Experience working with youth accompanied by knowledge of child development issues
- Skills in human relations, leadership, supervision, and motivational techniques
- Ability to work 11 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

Education:

- Bachelor's Degree in social service, counseling, business, education, or a related discipline is (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment



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- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee

Date

Immediate Supervisor

Date

Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.