



Southwestern High School

Matt Owens - Principal
167 South Main Cross Street
Hanover, Indiana 47243
812-866-6221

Job Posting: Jobs for America's Graduates (JAG) Specialist

Employer: River Valley Resources

Location: Southwestern High School

Job Title: JAG Specialist - 9-12th grade program

Last date of job posting:

Full-time Position: 37.5 hours a week

Hours: 8-4:30 can be adjusted to better fit school hours

Pay: \$20.59/ hour & RVR pays a portion of the premium for regular full-time employees who have completed 30 days of active service for employee and dependent health insurance coverage

Benefits: Medical, Dental, Life Insurance, Holidays (14), Retirement/Pension, Profit Sharing, after 6 months the employee earns 2.5 PTO days per month and can bank up to 225 hours.

Description:

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. The Specialist is responsible for fully implementing the JAG Model in assigned school and achieving process standards and performance goals.

Job 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 using an Individual Service Strategy.

Ensures an appropriate pool of students by directly recruiting students, and obtaining referrals from an in-school Advisory Committee consisting of school personnel; holds interviews with prospective candidates and those making referrals to determine, using JAG guidelines, the appropriateness of the prospective students for the program.

Administers career interest surveys and other assessment tools.

Ensures positive perceptions of the JAG-Indiana within schools by developing and maintaining positive, effective working relationships with school personnel including teachers, Administrators, students, and members of the in-school 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-Indiana students by organizing and serving as advisor to a JAG Career Association chapter; 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 JAG documentation requirements in a timely fashion including contracts and activities involving students, employers, and other groups; develops and maintains a well-organized filing system. Records information and data daily using JAGForce. It is understood that a minimum 60 minutes per day is required to maintain the electronic databases.

Complies with all school corporation documentation requirements in a timely fashion, records required data such as attendance and grades daily, participates in school initiatives/activities, and adheres to corporations policy and procedures as though they were an employee of the school corporation.

Assists students in finding and maintaining quality employment and/or post-secondary education programs upon graduation; works closely with student; 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 an effective transition to employment or additional education.

Participates in staff, regional and national statewide meetings, and staff development activities.

Performs selected school-related functions

Facilitates and Participates in field trips

Completes special projects and other projects and duties as assigned by the JAG organization and Regional Director

Special Skills:

- Experience working with youth accompanied by knowledge of adolescent development issues.
- Skills in human relations, leadership, supervision and motivational techniques.
- Working knowledge of basic computer applications and an internet browser.
- Willing to work in a highly accountable and performance-based program.
- Capable of working with Databases and familiar with Excel.
- Must be able to demonstrate ability to draft lesson plans.

Job Requirements:

Background Check

Education: Education or Experience in social service, counseling, business, education, or a related discipline is preferred. Equivalent combination of training, education, and experience will be considered

Requires a driver's license and proof of insurance

Submit Application, Letter of Interest/Resume to:

Mr. Matt Owens, Southwestern High School Principal

167 S. Main Cross Street

Hanover, IN

812-866-6221

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