

JAG-LA Specialist Responsibilities:

- Recruits and selects the **required minimum number of qualified participants, not to exceed the minimum or maximum number of students without LDOE approval**, to satisfy the criteria as set out by JAG-LA. Students must need, want, and be able to benefit from the services available and the required 12 month follow-up phase of the program.
- Facilitate the association for the JAG model being taught. Curriculum should be taught through the activities of the association.
- Establishes an Advisory Committee to assist in recruiting, screening and selecting participants most in need of services. The Advisory Committee and JAG-LA Specialist are mutually responsible for recruiting, screening, and selecting potential participants who satisfy JAG-LA criteria. **The JAG-LA Specialist is ultimately responsible for the final selection process of the participants who qualify for the JAG Model.**
- Delivers the curriculum developed by the National JAG Organization. Participants are expected to master all required competencies for the model program delivered.
- Establishes and organizes a motivational, career-oriented student-led organization. Each participant is a member of an association for purposes of belonging, creating a sense of ownership, building self-esteem, and developing leadership and fellowship skills.
- Conducts an Installation and Initiation Ceremony for JAG-LA Association Members and Officers *prior to* **October 31, 2017.**
- Attends and encourages participation in mandatory state conferences.
- Works with participants and other staff/faculty to provide remediation and/or tutoring required for participants to improve basic education skills and graduate or obtain a Louisiana High School Equivalency Diploma.
- Provides necessary services required to help participants overcome barriers to stay in school, graduate, become employed and/or pursue a postsecondary education.
- Provides career counseling and personal counseling. Private space is provided for counseling and interviewing as needed. Refers to school or community based services, as needed, to help overcome barriers to graduation, employment, career entry and/or advancement.
- Attends JAG-LA staff development and mandatory quarterly meetings.
- Works with JAG-LA Supervisors and LDOE to assist with special events.
- Develops work-based learning and/or job shadowing experiences linked to the JAG Curriculum to enhance student learning and specific occupational skills in their chosen career field. Develops jobs, internships or apprenticeship opportunities for JAG-LA graduates.
- Provides **12 month follow-up services** through employer and student contact and must be documented monthly in Electronic National Data Management System (ENDMS). Middle school specialists assist students with the transition to 9th grade and follow-up monthly with students during the 9th grade year.
- Maintains, completes and submits all paper and electronic documentation, as required by LDOE, by the appropriate deadlines.

- JAG-LA Specialists are **required** by LDOE to assist all JAG-LA Seniors by hosting a **Financial Aid Planning Day** for parents and assure that all students are completing the **FAFSA application for the 2017-2018** school years. Dates and parent sign-in sheets must be kept on file in the Specialist's Portfolio.
- Attends the National Training Seminar (NTS) in July of each year.
- Develops relations with business partners, community and government organizations as set forth by the marketing plan which promotes student success, achievement and program goals.
- Secures a minimum of (3) **three field** trips per year (1 field trip must include a visit to a post-secondary institution). Brings in a minimum of (8) **eight guest** speakers per year.

Submits required documentation to LDOE, as requested, by deadlines:

- **Submit to LDOE Required Reports/Lesson Plans by given due date**
- **Supervisor signed roll-up roster (2) twice a year**
- **Employee Marketing Plans**
- **Plans of Work**
- **Pre -ETS Progress Reports (If applicable)**

MINIMUM QUALIFICATIONS:

Minimum Qualifications:

- **LA Teaching Certificate or**
- **School Guidance Counselor Certification or**
- **Bachelor's Degree with a minimum of 2 years of work experience**
- **Applicants must have a valid driver's license and reliable transportation**
- **The ability to use computers and related technology efficiently.**
Experience working with at risk youth.