

## **JOB VACANCY**

**Position:** JAG Specialist

**Location:** Snider High School

**Hours:** 7:30-4:30pm Monday-Friday (some evenings and weekends required)

**Starting Salary Range:** \$35,000 to \$37,000

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

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### **JOB DUTIES**

1. 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 Individualized Development Plan.
  2. 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 student for the program.
  3. Administers testing programs including JAG pre-/post-tests and career interest surveys.
  4. 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.
  5. 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.
  6. 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.
  7. 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.
  8. Complies with all JAG and WIA documentation requirements in a timely fashion including contacts and activities involving students, employers, and other groups; develops and maintains a well-organized filing system. Records information and data daily, using the online Electronic National Data Management System (e-NDMS), concurrently, with the WIA data management system. It is understood that a minimum of 15-30 minutes per day is required to maintain the electronic data bases.
  9. 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.
  10. Performs selected school-related functions.
  11. Participates in field trips.
  12. Implements Brightpoint Values at all times.
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### **SKILLS AND QUALIFICATIONS**

Bachelor's degree in social service, counseling, business, education, or a related discipline required.

1. Experience working with youth accompanied by knowledge of adolescent development issues.
  2. Willing to work in a highly accountable and performance-based program.
  3. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance.
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**DATES FOR INTERNAL POSTING: From: September, 2020 to until filled**

**TENTATIVE DATES FOR EXTERNAL POSTING: From: September, 2020 to until Filled**

**APPROXIMATE DATE FOR POSITION TO BEGIN: immediately**

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**FOR FURTHER INFORMATION, CONTACT, HUMAN RESOURCES EXT. 206 or 213**

**APPLICATIONS ACCEPTED – 227 E. Washington Blvd, FORT WAYNE, IN 46802**

**8:00 A.M. - 5:00 P.M., MONDAY – THURSDAY AND 8:00 A.M. – 11:00 A.M., FRIDAY**

**OR VIA THE INTERNET AT [www.mybrightpoint.org](http://www.mybrightpoint.org)**

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We, Brightpoint conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without any regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.