



Specialist

JOB DESCRIPTION

Reports to: Program Manager

FLSA Status: Exempt

JOB SUMMARY

Identifies, recruits, and instructs students deemed to have a high degree of difficulty moving into the next grade level, achieving graduation, and/or making a successful transition from school to a career with advancement opportunities. Supports the delivery of the J4NG competencies to 45-60 high school students targeting 10, 11 and 12 grade.

EDUCATION, EXPERIENCE SKILLS & ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Associate degree in social service, counseling, business, education, or any related discipline is required for licensing. The ability to acquire a J4NG endorsement, teaching license, or substitute teaching license is required.
- Organizational, classroom and time management skills
- Strong leadership skills
- Judgment, decision making, and problem-solving skills
- Advanced ability to read and interpret written information; write clearly and informatively; edits work for spelling and grammar. Advanced ability to speak clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; and participates in meetings.
- Working knowledge of Microsoft Word, Excel, and Outlook and web-based applications.
- Fully embrace, embody, and uphold the organizational Mission and Vision.
- Ensure strong collaborative relationships within the organization and provide necessary support to ensure solid relationships externally, to foster and consistently elevate the quality of service to our students.
- Represent the organization and its interests in a positive manner and treat its employees, former employees, board members, governmental and private entities, donors, suppliers, vendors, associations, and the public at large with the utmost respect and dignity.
- Ability to work independently while managing multiple priorities and available to work 12 months a year.
- Strong ability to establish appropriate boundaries while developing and nurturing supportive relationships with students
- Ability to educate a variety of audiences about the program by developing ongoing relationships and making formal presentations
- Facilitate and develop curriculum and educational opportunities consistent with the J4NG model

PHYSICAL REQUIREMENTS

J4NG is committed to principles of equal opportunities for all employees. The Company will provide reasonable accommodations that are necessary to comply with State and Federal disability discrimination laws.

- Ability to sit, use hands and fingers, talk, or hear, and smell continually. Ability to stand, walk and reach frequently. Ability to climb or balance, stoop, kneel, or crouch occasionally.
- Ability to frequently lift and carry up to 10 lbs. and occasionally lift and carry up to 50 lbs.
- Close vision required to see computer monitor, read documents, and operate copy and fax machine. Distance vision required to drive an automobile if driving is a requirement of the job.
- Work environment is indoors and climate controlled. Occasionally exposed to outdoor weather conditions.
- Moderate noise levels as found in a business office with computer printers, households with TVs and dishwashers, and driving light traffic.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Provides appropriate curriculum and ensures students achieve J4NG 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.
- Collaborates with school counselors, advisers, community resources, J4NG Instructional and Web Designers, J4NG Coordinator to ensure successful implementation of the J4NG curriculum and to consistently build support for academic success, career exploration, goal setting, leadership development, college planning, personal counseling, either directly or through linkages in the community to assist in overcoming barriers to graduation and/or success in the workplace.
- 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 J4NG guidelines, the appropriateness of the prospective student for the program.
- Administers testing programs including pre-/post-tests and career interest surveys, and document results in the data management system JAGForce.
- Establishes and implements a career development plan for all enrolled students, and updates on a regular basis.
- Analyzes student data and barriers and confers with the Advisory Committee to identify and develop a pool of qualified students in need of intensive academic support such as tutoring, extended learning, mentoring, and counseling.
- Monitors basic skills improvement using Test of Adult Basic Education (TABE) or Comprehensive Adult Student Assessment Systems (CASES); provides academic support and remediation including access to tutoring, study skills, credit recovery to show gains as students' progress towards graduation.
- Monitors the attendance, credits needed for graduation, college prep course selection, enrollment in advanced placement (AP), and dual credit courses.
- Serves as a student advocate when collaborating with school staff in developing intervention plans for struggling students and assists in implementing/referring interventions, as appropriate.
- Ensures positive perceptions of the J4NG Nevada program within schools by developing and maintaining positive, effective working relationships with students, families, principals, and school personnel including teachers, administrators, and members of the Advisory Committee.
- Conducts parent/family outreach and education activities to the students to strengthen family/school partnerships and facilitate career exploration, college selection, and financial planning.
- Advocates for the program and develops a pool of effective community support resources by collaborating 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 J4NG Nevada students by organizing and serving as advisor to a J4NG Nevada 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, and attendance.

- Provides opportunities for student activity and engagement throughout the summer, documenting activities in JAGForce.
- 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.
- Connect the full cohort of students to and/or organize and lead career exploration activities to higher education institutions, business and industry, and other community-based activities and events.
- Provides supportive services to program participants for the 12-month follow-up period post-high school graduation to ensure successful transition to postsecondary education, employment and/or military. If students are non-graduates, J4NG Multi-Year Specialists will provide support services to these students to ensure attainment of diploma or General Educational Development (GED) Examination during the follow-up period.
- Participates in staff, regional, and statewide meetings, and staff development activities.

LIVING OUR VALUES

WE ARE J4NG:

- **Working Together and Believing in Each Other**
- **Empowering All to Persevere**
- **Amplifying Trust**
- **Relying on and Respecting Each Other with Positivity and Compassion**
- **Exciting All to be of Service**
- **J4NG**

CORE COMPETENCIES

J4NG has adopted Leadership, Team Building, Student Focus, Focus on Results, managing on the Job, Self-Development, Innovative Ideas, and Communication as the competencies each employee should excel in while performing his or her job. Provided below are the definitions for each competency.

- **Leadership** - Champions growth and direction in the individual and organization. Seen as a key member of the team who is respected for knowledge and invests in others. Creates a clear vision for the future and helps all members of the team to see and contribute toward that vision.
- **Team Building** - Building appropriate and professional relationships with others in the organization, working together for common goals and objectives aligned with the vision and values of the organization.
- **Student Focus** - Making students and their needs a primary focus of one's actions; developing and sustaining productive professional relationships.
- **Focus on Results** - Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive.
- **Managing the Job** - Effectively managing one's time and resources to ensure that work is completed efficiently. Encompasses the aspects of prioritization, identification of resources, and establishing appropriate timelines for achievement of objectives.
- **Self-Development** - Planning and supporting the development of personal and professional skills and abilities so that they can fulfill current or future job/role responsibilities more effectively.

- **Innovative Ideas** - Generating innovative solutions in work situations; trying different and novel ways to deal with work problems and opportunities.
- **Communication** - Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain.

JOB DESCRIPTION:

The above job description is intended to describe the content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Signature below indicates that this job description has been reviewed with the employee, and the employee agrees to read and ask questions if necessary. Employee also agrees a copy of this job description has been provided. J4NG reserves the right to change, add or delete at any time from this Job Description to meet the needs of the organization.

Employee's Printed Name and Signature

Date