

TITLE **Specialist – Jobs for Tennessee Graduates (JTG)**

QUALIFICATIONS Minimum of Bachelor's Degree

Valid Tennessee teaching license with a secondary endorsement

KNOWLEDGE, SKILLS AND ABILITIES

- Must have good oral and written communication skills;
- Good knowledge of and contacts with the employer community required; and
- Good organization skills, administrative skills, and attention to details is required.

PURPOSE AND FUNCTIONS

Manages the *Jobs for Tennessee Graduate Program* (JTG) activities at both FCHS and Huntland School to help prevent the drop-out of at-risk and disadvantaged high school students, to motivate them to graduate and upon graduation, assist them with the transition from school to either the work force, military or post-secondary education combined with employment.

GENERAL RESPONSIBILITIES

- Responsible for recruiting appropriate students for participation in the program.
- Teach the required Jobs for America's Graduates (JAG) curriculum. www.jag.org
 - Include documenting daily contacts with the enrolled youth.
 - Administer and document pre-and post-assessment results for all enrolled youth.
 - Make a good faith effort to average 120 contact hours (follow-up hours are acceptable to be included in the 120 contact hours) of in-school and graduate/out-of-school students.
 - Document in the JAGFORCE data system student progress reports.
 - Ensure that each enrolled student has a completed Individual Development Plan that documents a plan of action to attain his/her academic and career plan.
- Provide or arrange for personal tutoring services for students who need it, when applicable.
- Monitor student progress, complete necessary paperwork, maintain student files, and maintain JAG database through ensuring accurate and timely data entry and reporting.
- Consult with school counselors on student issues and meet with teachers, counselors, and parents of students, as needed.
- Must be reasonably available to students; must maintain confidentiality of student information.
- Responsible for assisting students with job search and job development, including contacting prospective employers regarding employment for students after graduation. Conduct monthly follow up for twelve months after graduation date, per the establish JAG model and enter all data in the appropriate data management system (E-NDMS).
- Performs other duties as required.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed fifty (50) pounds, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds.

While performing duties of the job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, and controls; reach with hands and arms, talk and hear. Employee must occasionally lift or move up to twenty pounds. Specific vision abilities required by the job include close vision, distance vision, color, vision, peripheral vision, depth perception, and the ability to adjust focus.

Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with students.
4. Adaptability to generalizing, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual to learn or adequately perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Manual Dexterity: The ability to move the hands easily and manipulate small objects with the fingers.
5. Form Perception: To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures.
6. Color Discrimination: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

WORK CONDITIONS

Normal working environment.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* regarding overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

TERMS OF EMPLOYMENT

The employee is expected to complete a ten-month or two hundred (200) day work year.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.