



Longview Independent School District

JOB DESCRIPTION

JOBS AFTER GRADUATION SPECIALIST

JOB TITLE:	Jobs After Graduation Specialist	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Campus Principal Director, Career and Technology	TERMS:	226 Days
DEPARTMENT:	Longview High School	PAY GRADE:	Professional 1

PRIMARY PURPOSE:

Provide individual and group instruction through providing twelve months of follow-up services after high school graduation to support student transition into employment, military service, and/or post secondary enrollment. Additional support is provided through offering advice as students make significant career and life decisions and serve as a “one stop” connection for participants.

QUALIFICATIONS:

Education/Certification:

Bachelor degree in social service, counseling, business, education, or a related discipline is preferred (Equivalent combination of training, education, and experience may be considered)

Special Knowledge/Skills:

- Skills in human relations, leadership, supervision, and motivational techniques
- Ability and interest to work 12 months per year
- Ability to work independently while managing multiple priorities
- Ability to establish appropriate boundaries while developing and nurturing supportive relationships with students
- Ability to educate a variety of constituencies and interested parties about the program by developing ongoing relationships and making formal presentations
- Ability to support curriculum instruction, projects and/or other educational opportunities consistent with the goals of the program
- Working knowledge of basic computer applications such as word processing, Excel, and electronic data tracking, using the Internet-based Electronic National Data Management System (e-NDMS)



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Experience:

Experience working with students and a knowledge of child development issues;
Experience in secondary and/or postsecondary education settings

MAJOR RESPONSIBILITIES AND DUTIES:

1. Establishes a positive and on-going supportive relationship with students, families, principals, administrators and school faculty to support students in the JAG Multi-Year Program
2. Collaborates with school counselors, advisors, community resources, and teachers to support and reinforce the 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
3. Analyzes student data and barriers and confers with the JAG advisory committee (or School Success Team) to identify and develop a pool of qualified students in need of intensive academic support such as tutoring, extended learning, mentoring, and counseling; students with multiple barriers to success will be candidates for the program
4. Deliver the curriculum for the targeted 35-45 students in grades 11 and 12; ensure they receive competency in the 37 core competencies through classroom instruction and Project Based Learning, and as many of the 87 total high school competencies during their high school participation in the JAG program
5. Administer testing including JAG pre-/post-tests to students in the classroom and document results in the data management system (e-NDMS)
6. Monitor basic skills improvement (TABE or CASAS); provides academic support and remediation including: access to tutoring, study skills, credit recovery to show gains as students' progress toward graduation
7. Develop, implement and update monthly individualized development plan (IDP) with all students on the program roster
8. Monitors the attendance, credits needed for graduation, college prep course selection, enrollment in AP and dual credit courses



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

9. 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
10. Advocates for the program and creates an employer marketing plan to develop a pool of effective community support resources by working with employers, parents, civic groups, and community leaders to build awareness of and support for this unique program; develop service learning projects, creates a pool of classroom speakers, participates in public relations activities, attends meetings and speaks to community groups
11. Conducts parent/family outreach and education activities to the students to strengthen family/school partnerships and facilitate career exploration, college selection and financial planning
12. Builds appreciation for teamwork among students, sense of belonging and commitment to service learning among students by organizing and serving as advisor to the Career Association; create opportunities through hands-on activities, guest speakers and workshops; and organize civic and social development opportunities
13. Collaborates in supporting a smooth transition between grades; partners closely with other JAG Specialists to support students through continued participation in high school classrooms as appropriate
14. 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, JAG Specialists will provide support services to these students to ensure attainment of diploma or GED during the follow-up period. Employers and/or postsecondary advisors are to be contacted 6 times during the 12-month follow-up period to ensure accuracy of data and continued student support
15. Complies with all documentation requirements from JAG Manager in a timely fashion including student contacts and activities, employer and community organization contacts, and other groups; develops and maintains a well-organized filing and retrieval system for the class. Utilizes e-NDMS for developing student rosters for the classroom
16. Provides opportunities for student and graduate activity and engagement throughout the summer, documenting activities using e-NDMS



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

17. Participates in staff, district, and statewide meetings, and staff development activities within the building, district and statewide as appropriate
18. Perform various school-related functions such as lunch duty; work closely with the school administrator to limit non-JAG Model assignments
19. Connect the full cohort of students to and/or organize and lead field trips to higher education institutions, business and industry, and other community-based activities and events
20. Complete special projects and duties as assigned
21. Comply with district policies, as well as state and federal laws and regulations
22. Adhere to the district's safety policies and procedures
23. Maintain confidentiality in the conduct of district business
24. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
25. Demonstrate regular and prompt attendance
26. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment



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WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional statewide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: MAY, 2020