

JOBS FOR AMERICA'S GRADUATES (JAG) SPECIALIST

Lacombe Campus

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, unclassified Grant Funded, position domiciled at the Lacombe Main Campus.

Applications will be accepted until position is filled, with preference being given to those received on or before September 7, 2020. All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.

To apply please submit: (1) a letter of application, (2) a resume and (3) official transcript (for transcript to be considered official it must be sent directly from the school to Human Resources. Transcripts may be sent electronically) to:

**Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Boulevard
Lacombe, LA 70445
Telephone number: 985-545-1215
Email: resumes@northshorecollege.edu**

Job Summary:

The Job's for America's Graduates (JAG) Specialist is responsible for providing relevant and challenging classroom and work-based learning experiences for the required number of participants for the Out of School Jobs for America's Graduates (JAG) Program. The JAG Specialist should be committed to developing students' personal, leadership, and employability skills to ensure high school equivalency attainment by providing student contact and follow up while facilitating positive post-graduate outcomes including post-secondary education and employment.

QUALIFICATIONS:

Required: Bachelor's degree and counseling or related field. Strong commitment to helping young people succeed in an innovative training program to reorient their lives and nurture their leadership skills. Excellent organizational skills. Strong computer skills and knowledge of database systems. Knowledge of job and other placement opportunities. Ability to establish rapport and relate sensitively to a multiracial and multicultural group of young people. Understanding of issues facing young people who are high school drop-outs and their socioeconomic challenges. Knowledge of human service, health, court, and criminal justice systems' programs, regulations and procedures. Knowledge of local issues impacting participants. Experience in providing employability skills. Excellent public speaking, listening, and communication skills. Ability to work with a team

RESPONSIBILITIES:

- **Instructional/Teaching Performance**
 - Providing a comprehensive program of classroom, work-based, and community based activities designed to help students achieve the 20 required JAG competencies in the

required six clusters: Career Development, Job Survival, Basic Skills, Leadership, Self-Development, and Personal Skills.

- Follow course syllabi and outlines
- Provide classroom instruction, provide feedback, grade in-class assignments, and direct student learning using available technology. This role may require working virtually including teaching, training, communicating with students, and coordination of duties.
- Maintain time on task
- Meet deadlines related to this function.

- **Career Pathways Development**

- Intensive one on one employer marketing and job development activities to identify entry level job opportunities for participants upon completion of HSE.
- Seek and maintain current information on the post-completion labor market, schooling and training outcomes
- Market the program to potential employers, determining their requirements, and soliciting consideration for JAG participants for employment opportunities

- **Program/Instructional Management**

- Maintain appropriate student records, i.e. grades, attendance, placement, completion, and licensure statistics (if applicable), etc.
- Conduct in-house Audit of records using the JAG Resources under the direction of the Adult Education Director
- Track the labor market and schooling/training activities of JAG participants
- Conduct numerous contacts monthly for post graduate follow-up from the participant, employers of the participants, or other reliable source up to 12 months
- Interface with designated Louisiana Workforce Commission/ OneStop/Workforce Employment centers regarding student progress and placement.
- Provide Adult Education Director with monthly progress reports on JAG participants.
- Meet all deadlines related to this function

- **Recruiting/ Selection**

- Determine eligibility using local requirements, JAG-National Requirements and state/federal regulations.
- Work with Adult Education Director and Adult Education Lead Instructor to identify, interview and recruit eligible students for the JAG program
- Provide informational seminars, or presentations, for prospective students
- Meet all deadlines related to this function

- **Student Guidance/Advising Activities**

- Develop the local JAG OOS Professional Association to prepare participants for the demands of the workplace, especially work teams.
- Observe program participants operating in work teams and offer instruction to improve individual and group performance.
- Assist graduates in the exploration of postsecondary educational opportunities and show them how to navigate the financial aid process
- Provide informational seminars, or presentations, for prospective students
- Meet all deadlines related to this function

- **Professional Development Requirements**

- Attend national and State JAG Conferences

- May be required to drive and chaperone OOS JAG Professional Association officers to state and/or national conferences using authorized NTCC travel guidelines and vehicles
- Meet all deadlines related to this function

College and/or Community Services

- Participate in recruitment activities, i.e. career fairs, community events, etc.
- **Provide service to the College that may include some of the following activities:**
 - Participation in the HSE Commencement Ceremony
 - Serve on or chair committees
 - Conduct or coordinate teaching consultant activities
 - Facilitate workshops
 - Assist Adult Education Director with new or revised program proposals
- **Provide service to the community that may include:**
 - Participate in charity or community activities
 - Meet all deadlines related to this function

Performance Outcome Responsibilities:

JAG Specialists are held accountable for the following outcomes:

- 50 percent HiSET and/or high school equivalency attainment rate
- 80 percent experiencing a positive outcome, including: employment, postsecondary education enrollment, or military
- 60 percent employed in a job in the public or private sectors
- 60 percent employed in a full-time job
- 80 percent in a full-time placement, including: full-time job; full-time postsecondary enrollment; or, a combination of work and school
- 80 percent improvement in study habits
- 90 percent participation in JAG Professional Association meetings and activities
- 80 percent increase using pre- and post-test knowledge assessment
- 90 percent participation in service learning projects
- 80 percent decline in discipline referrals
- Students are selected with no less than 5.0 average number of barriers
- 90 percent of participants with reduction in one or more barriers
- Average number of contact hours per participant: 80 contact hours
- Average number of JAG competencies attained: 20
- 100 percent of participants are being tracked accurately and in a timely manner using the Electronic National Data Management System (e-NDMS)
- 5 percent or less of graduates in the unable to contact rate category
- 30 percent pursuit of a postsecondary education
- **Professional Activities, Leadership, and Service – participate in professional development activities that may include:**
 - Membership in professional organizations primarily JAG, LAPCAE and/or COABE
 - Attend national and State JAG Conferences
 - May be required to drive and chaperone OOS JAG Professional Association officers to state and/or national conferences using authorized NTCC travel guidelines.
 - Participate in professional development conferences offered through LCTCS, LCTCS-WorkReadyU, and /or LAPCAE
 - Meet all deadlines related to this function
- **Perform other related duties as assigned**

*This position is a grant funded full-time temporary position that is renewable through the grant process. Should grant funding be eliminated, the position may no longer be funded.

SPECIAL SKILLS AND ABILITIES:

1. **Skills/Abilities:** Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work related information and materials. Must have skills in classroom technology – digital literacy skills, Smartboards, etc. Must establish and maintain effective working relationships. Excellent customer service skills.

2. **Equipment Used:** Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.)

3. **Software Used:** A variety of word-processing, spreadsheet, database, e-mail, and presentation software. Student information systems as well as online instruction modules.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate

Northshore Technical Community College is an Equal Opportunity Employer

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.