



THE HARTFORD CONSORTIUM FOR HIGHER EDUCATION (HCHE), IN PARTNERSHIP WITH JOBS FOR AMERICA'S GRADUATES (JAG) SEEKS TWO JAG SPECIALISTS TO LAUNCH THE JAG MODEL IN THE NEW BRITAIN SCHOOL DISTRICT IN 2014-15.

JOBS FOR AMERICA'S GRADUATES IS A NATIONAL ORGANIZATION WORKING WITH AT-RISK YOUTH IN SCHOOLS TO IMPROVE RATES OF GRADUATION AND POST-SECONDARY ATTAINMENT.

[WWW.JAG.ORG](http://WWW.JAG.ORG)

THE JAG SPECIALIST IS A FULL-TIME, BENEFITTED POSITION. SALARY RANGE IS 43-48K.

THE HARTFORD CONSORTIUM FOR HIGHER EDUCATION WAS INCORPORATED IN 1972 AND IS AN ASSOCIATION OF 11 INSTITUTIONS OF HIGHER EDUCATION IN THE HARTFORD REGION. OUR MISSION IS TO IMPROVE ACCESS TO HIGHER EDUCATION, TRANSITIONS TO COLLEGE AND POST-SECONDARY SUCCESS AND DEGREE COMPLETION.

THE EXECUTIVE DIRECTOR OF HCHE AND THE CT JAG DIRECTOR WILL OVERSEE THE JAG INITIATIVE.

PLEASE SEND OR EMAIL COVER LETTER AND RESUME TO:

MARTIN ESTEY, PH.D.  
EXECUTIVE DIRECTOR  
HARTFORD CONSORTIUM FOR HIGHER EDUCATION  
31 PRATT ST, 5<sup>TH</sup> FLOOR  
HARTFORD, CT 06103  
MESTEY@METROHARTFORD.COM



## JOB DESCRIPTION—JAG SPECIALIST

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### Overview

Identifies, recruits, and instructs students deemed to have a high degree of difficulty of being promoted to the next grade, achieving graduation and/or making a successful transition from school to a quality entry-level job and/or pursue a postsecondary education leading to career advancement opportunities.

### Essential Functions

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.
2. 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 JAG guidelines, the appropriateness of the prospective student for the program.
3. Administers testing programs including pre-/post-tests and career interest surveys. Establishes and implements a career development plan for all enrolled students.
4. Ensures positive perceptions of the JAG program within schools by developing and maintaining positive, effective working relationships with school personnel including teachers, administrators, students, and members of the 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 students by organizing and serving as advisor to a JAG Career Association; 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 documentation and data entry requirements in a timely fashion including contacts and activities involving students, employers, and other groups; develops and maintains a well-organized filing system.

10. 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.
11. Participates in staff, regional, and state-wide meetings, and staff development activities.

### **Additional Responsibilities**

1. Performs various school-related functions such as lunch duty.
2. Participates in field trips.
3. Completes special projects and other projects/duties as assigned by the Regional Manager.
4. Attends staff training to be scheduled

### **Job Qualifications**

1. Teacher certification in the State of Connecticut
2. Experience working with youth accompanied by knowledge of child development issues.
5. Skills in human relations, leadership, supervision, and motivational techniques.
6. Ability to work 12 months per year.
5. Ability to work independently while managing multiple priorities.
6. Ability to establish appropriate boundaries while developing and nurturing supportive relationships with students.
7. Ability to educate a variety of constituencies and interested parties about the program by developing ongoing relationships and making formal presentations.
8. Ability to develop curriculum and educational opportunities consistent with the JAG Model.
9. Working knowledge of basic computer applications such as word processing.
10. Able to track students served, service delivered and outcomes achieved using an Internet-based data management system.

**This position reports to the JAG-CT Program Director**