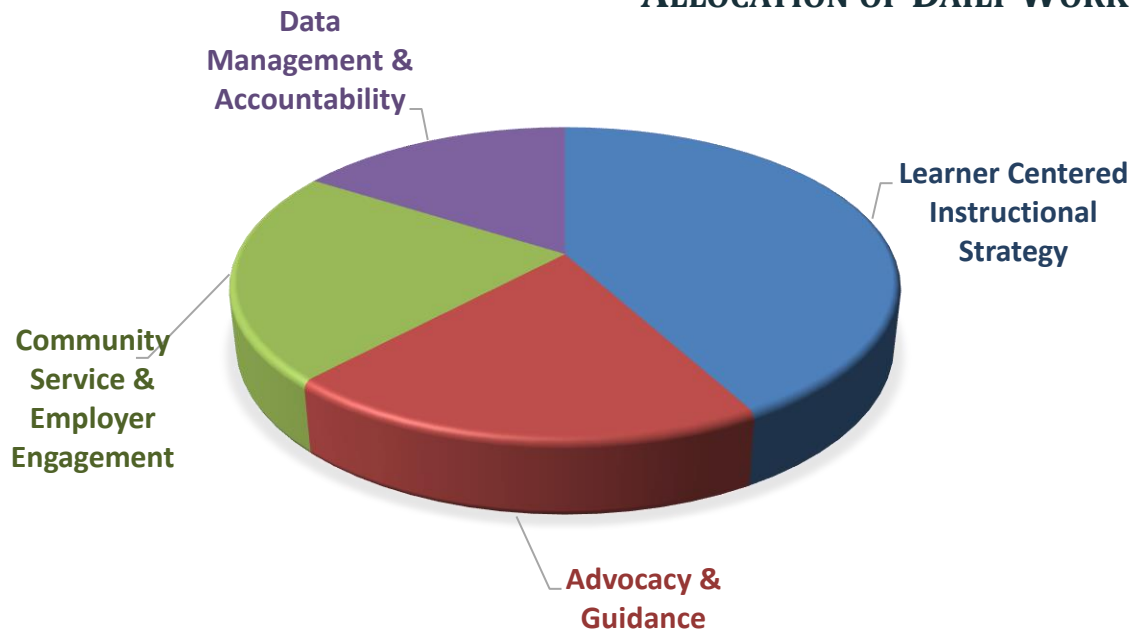




EDUCATION SPECIALIST DAILY RESPONSIBILITIES

ALLOCATION OF DAILY WORK



Learner Centered Instructional Strategy

- iJAG Education Specialist will teach, at maximum, 3 - 4 classes and one or two periods set aside for planning, with no more than 16 students per class period.
- Instructs students in mastering the 7 Essential Constructs that align with the JAG competencies.
- Provide lessons in leadership development and work readiness skills
- Develop projects utilizing the Project Based Learning model (PBL) to create job opportunities.
- Conducts one-on-one academic remediation.
- Perform one other duty as assigned by school administration which may include things such as: hall duty, lunch duty, advisory, etc.

Advocacy & Guidance

- Offer guidance in the areas of personal growth, academic achievement, and career. Provide daily opportunities for resiliency that address student challenges and/or triggers.
- Meet regularly with Advisory Committee to seek out new students in recruitment and selection.
- Outreach to building faculty to ensure iJAG students are up to date on class coursework.
- Contacting parents regarding attendance, grades, and behavior challenges as they arise.
- Conducts follow up on the previous year's graduates/non graduates. Tracking outcomes, contacting employers, assisting students on improving their current situation or working on new employment/schooling or military if needed.
- Establish and advise the iJAG student Career Association by enhancing student awareness on their civic and social responsibilities, leadership skills, and career development.



EDUCATION SPECIALIST DAILY RESPONSIBILITIES

Community Service & Employer Engagement

- iJAG Education Specialist will work with community and business partners to provide outside opportunities for iJAG students.
- Assist students in developing service-learning projects to meet JAG requirement of 15 hours per student per year.
- Outreach to businesses for purposes of engagement in projects and work-based learning opportunities, including business tours, job shadows, service-learning projects, internships, apprenticeships, etc.
- Meet monthly with employer mentor company.
- Attend iJAG meetings/professional development including meeting with iJAG specialists in other buildings in the district.
- Conduct outreach to local organizations to be able to provide students the appropriate supports based on identified challenges.
- Support to iJAG participants in development of their Career Exploratory Notebook
- Outreach to post-secondary institutions to provide guidance on readiness and career pathways.

Data Management and Accountability

- Daily updates in JAG Force, the JAG national database to include attendance, grades, daily instruction summaries, and record daily contact hours through model service entries.
- Monitor school's data platform of student progress in attendance, grades, behavior referrals, on track to graduate, GPA's, engagement, and any other required documentation requested by the district.
- Submit monthly performance reports to program manager and school principal to outline: JAG National database reports, develop comparison studies on grades, attendance, GPA and discipline, community outreach, monthly follow up activities, placement in a job or other work-related experiences.
- Submit monthly reports on contracts with other service providers and/or investors.