



## POSTING

**Organization:** United Way of the Midlands

**Program:** JAG NE

**Job Title:** JAG NE High School 9-10 grade Career Specialist

**FLSA Status:** Exempt, Full Time

(2 positions available) Benson High School and Bryan High School

**Location:** Omaha, NE

JAG NE believes people are more powerful than circumstances. Tapping into that power at key crossroads – teaching youth to find it and use it – can change the trajectory of their lives. JAG NE provides mentoring, academic tutoring, job training and placement for students with multiple barriers; activities which improve graduation rates, helps students access living-wage employment, and establishes long-term self-sufficiency. Programming is delivered in partnership with local school districts, during the school day, for credit, using an evidence-based model created by the national Jobs for America’s Graduates (JAG) program. The model operates in three primary domains: graduation, workplace skills, and postsecondary transition, each with specific strategies.

The JAG NE High School Career Specialist will be responsible for a program within the Omaha Public School District.

### **Duties and Responsibilities:**

- Establishes a positive and on-going supportive relationship with all students and families in the JAG NE cohort.
- Collaborates with school counselors, advisors, and teachers to implement the JAG NE curriculum and activities consisting of support for academic success, career exploration, goal setting, leadership development, and student individual development plan.
- Analyzes student data and confers with school staff to identify and serve students in need of more intensive academic support such as tutoring, extended learning, mentoring, and counseling. Students with multiple needs will be candidates for the JAG NE class.
- Develops a pool of qualified students from the cohort working in conjunction with the program’s in-school Advisory Committee, school personnel, and parents; conducts interviews with prospective candidates and those making referrals; applies JAG Model guidelines to select prospective students (35-60) for the program.
- Delivers the JAG NE curriculum for the targeted 35-60 students and ensure they achieve specific competencies through classroom instruction; directs learning through a variety of methods including: project-based learning instruction, hands-on activities, experiential learning activities and team teaching; tailor program and teaching methods to the needs of each student; and implement a well-designed intervention strategy for each student.
- Establishes and implements an Individualized Development Plan (IDP) for all students on the JAG NE 9<sup>th</sup> and 10<sup>th</sup> grade Roster and others in the cohort as needed.

- Monitors the attendance, academic performance, college prep course selection, enrollment in AP and dual credit courses, credits needed for graduation, and progress towards goals of all cohort students.
- Advocates for the program and develops 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; participate in public relations activities, attend meetings and speak to various community groups.
- Provides opportunities for student activity and engagement periodically throughout the summer, documenting activity for the full cohort.
- Participates in staff, regional, and statewide meetings, and staff development activities within the building and district as appropriate.
- Completes special projects and duties as assigned.
- Driving is an essential function of this position.

**Required Skills and Abilities:**

- Skills in human relations, leadership, supervision, and motivational techniques.
- Required 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 communicate effectively, orally and in writing, with a variety of individuals, within and outside of the school system. Quality writing is essential.
- Ability to educate a variety of constituencies and interested parties about the program by developing ongoing relationships and making formal presentations.
- Ability to develop curriculum, projects and/or other educational opportunities consistent with the goals of the JAG NE Program.
- Working knowledge of basic computer applications such as word processing, Excel, and electronic data tracking.
- Must maintain a high level of confidentiality.

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Education and/or Experience:**

- Bachelor's degree from four-year College or university in Education, Sociology, Psychology, or Business. Equivalent combination of training, education, and experience may be considered.
- Teachers certificate in the state of Nebraska REQUIRED.
- Experience working with High School students and a knowledge of child development issues
- Experience in Secondary and/or Post-Secondary education settings.

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer
- Prolonged periods of standing
- Ability to communicate clearly in person and over the telephone
- Regularly reach with hands and arms and talk or hear
- Occasionally required to walk; climb or balance and stoop, kneel, crouch, or crawl
- Must occasionally lift and/or move up to 10 pounds
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- The noise level in the work environment is usually moderate

**Benefits:**

- Shared health, dental and vision insurance
- Generous 401(k) Retirement plan
- Paid vacation and sick time
- Employer paid life and disability insurance

**How to Apply:**

Please submit your cover letter and resume to [jlambert@jagnebraska.org](mailto:jlambert@jagnebraska.org)

*United Way of the Midlands is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.*