

**Job Title:** Jobs for WV Graduates Program Specialist (River View Location)  
**Location:** McDowell County  
**Reports To:** SESC Administrator/Building Principal

**FSLA Status:** Exempt  
**EMPLOYMENT TERM:** 240 days annually  
**COMPENSATION:** Raleigh County Service Scale

#### **SUMMARY**

The Jobs for West Virginia's Graduates Program Specialist will identify, recruit and instruct, as well as build appropriate relationships and act as a caring adult for 35-50 high school students who have barriers to their success as identified by the Jobs for America's Graduates model.

To achieve the expected outcomes, the JWVG Specialist will teach participating students employability and life skills via classroom instruction based on JAG's high school competencies. These skills will be taught through a variety of methods including project-based learning, guidance/counseling, academic remediation, work-based learning experiences, summer activities, postsecondary and career advisement. The JWVG Specialist continues as an advisor for at least twelve-months following completion of the program. This position is a full-time, year-round position dedicated 100 percent to the implementation of the JAG Model.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provides appropriate curriculum and ensures students achieve specific JAG competencies through classroom instruction via Project Based Learning; teaches through a variety of methods and administers testing programs including JAG pre/post-tests and career interest surveys; implements an intervention strategy for each individual using an Individualized Development Plan.
2. Identifies and recruits eligible students who want, need and will benefit from the JWVG program. Works with an in-school Advisory Committee consisting of school personnel (including Pre-ETS and CIS coordinators) to obtain referrals; holds interviews with prospective candidates and those making referrals to determine, using JAG guidelines, the appropriateness of the prospective student for the program.
3. Creates and maintains positive perceptions of the JWVG program within schools by developing effective working relationships with school personnel including teachers, administrators, students, and members of the in-school Advisory Committee.
4. Actively builds and develops community support by working with employers, post-secondary education programs, parents and civic groups 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.
5. Builds appreciation for teamwork, sense of belonging, and commitment to community service among JWVG students by organizing and serving as an advisor to a JWVG student-led Career Association and assists with civic and social opportunities.
6. 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.
7. Complies with all documentation requirements (JAG, Pre-ETS, etc) in a timely fashion including contacts and activities involving students, employers, and other groups; develops and maintains a well-organized filing system. Records information and data daily using the online data reporting platform JAG-FORCE.
8. 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.

9. Participates in program ceremonies and conferences as well as staff, regional, statewide and national meetings, and staff development activities.

#### **ADDITIONAL RESPONSIBILITIES**

1. Performs various school-related functions as designated by the school principal such as hall/lunch duty
2. Participates in field trips.
3. Completes special projects and other projects/duties as assigned by JWVG Director.

#### **EDUCATION AND EXPERIENCE**

1. Minimum- Bachelors degree in education, social work, or related field
2. Experience working with youth accompanied by knowledge of child development issues.
3. Skills in human relations, leadership, supervision, and motivational techniques.
4. Ability to work twelve months per year.
5. Ability to work independently while managing multiple priorities.
6. Ability to establish the 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, spreadsheets, etc. and willingness to learn and use JAG-FORCE data reporting system

#### **LANGUAGE SKILLS**

Excellent verbal and written communication skills. Ability to analyze and interpret business periodicals, professional journals, technical manuals, and governmental regulations. Ability to write and edit reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, clients, and the general public, orally and in writing. Ability to speak effectively to guest, candidates or employees of the organization.

#### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions and deal with abstract and concrete variables.

#### **PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

**Closing Date: August 1, 2022 – or until filled**

**Send Resume and application to: Jason Butcher**

**214 N. Kanawha Street  
Beckley, WV 25801**

**Or via email to:**  
[jlbutter@wvesc.org](mailto:jlbutter@wvesc.org)

### **WORK ENVIRONMENT**

The position is located at the designated schools. Regular and satisfactory attendance and punctuality are required. The office space is located in the area assigned by the school's principal.

Criminal background check required.

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.*

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