



Providing workforce solutions for people, business and communities

~NOTICE OF VACANCY~

Jobs for America's Graduates (JAG) Specialist

****Note: This is a JobWorks position located at Clarksville High School****

School: Clarksville High School

Period of Time: Permanent, full-time, year-round position including summer.

Qualification: Bachelor's Degree; a teaching license is NOT required.

Duties: [Jobs for America's Graduates](#) (JAG) is a national non-profit organization dedicated to helping high school students of promise achieve success through graduation. JAG is a resiliency-building workforce preparation program that helps students learn employability skills and provides a bridge to post-secondary education and career opportunities.

This year-round position includes both classroom instruction (in person when school is in session or virtual instruction should it be school-mandated) and case management (documentation of student/client activities). The ideal candidate will be expected to carry out the following:

1. Provides in person and virtual classroom instruction on employment-related competencies, soft and interpersonal skills, self-advocacy, and conflict resolution/teamwork.
2. Ensures compliance with federal, state, and agency rules and regulations as well as ensuring performance standards are met and/or exceeded.
3. Ability to provide a variety of services for clientele regarding education, employment, and life-support, including referrals, counseling sessions, and follow-up sessions.
4. Oversees and maintains files and computer databases ensuring proper documentation of client activities. Ability to file, post, mail materials, and maintain accurate and organized records.
5. Ability to properly operate standard office equipment and tools (the use of spreadsheets, word documents, and web cameras, for example) and to communicate effectively in person, via email, as well as virtually for classroom instruction, team meetings, and trainings.

A complete list of duties is located [HERE](#). Ability to meet all hiring requirements, including passage of a drug test and background screening is required. Possession of valid driver's license and demonstrated safe driving record is also required.

Salary: \$17.10 an hour

Benefits: Health, dental, and vision insurance, paid time off, 401(k), and more.



Providing workforce solutions for people, business and communities

How to apply: The complete job posting is listed on [Indeed.com](#) as JAG Specialist - Clarksville High School and is available [HERE](#). Interested applicants should submit a copy of their resume and cover letter for consideration. We are looking to fill this vacancy as soon as possible.