



Organization: United Way of the Midlands
Job Title: JAG Nebraska Career Specialist
Supervisor: JAG Nebraska Manager
FLSA Status: Exempt, Full Time
Locations: Central and Eastern NE school districts

UWM's Mission: To UNITE our community's CARING SPIRIT to build a STRONGER tomorrow.

As an organization that has been around for 98 years, United Way of the Midlands (UWM) has maintained a long-standing commitment to addressing social injustice by serving the underserved and partnering with other organizations that are striving to create a more equitable community. We are diligently working to learn more about the experiences of different communities and to strive for inclusivity and equity so individuals and families can lead the best lives possible.

Jobs for America's Graduates (JAG) Nebraska is an evidence-based organization that is dedicated to empowering students with the skills and support to achieve success in education, employment, and life. JAG NE Specialists are teachers and educators, advocates for students, and caring adults and mentors. Our Specialists are responsible for guiding our students through project-based learning experiences for mastery of a minimum of 37 competencies each JAG class. Specialists must be successful in fully implementing the JAG Nebraska model with integrity while supporting our students to navigate life and academia successfully, achieving high school graduation early or on time and positive outcomes post-graduation. JAG Nebraska is expanding into central and eastern NE, specifically in Blair, Auburn, Tecumseh and Louisville.

Duties and Responsibilities:

- Actively empower youth who experience multiple challenges to success by providing a program proven to increase graduation rates and positive outcomes post-graduation such as employment and post-secondary education or credential attainment.
- Establish and advance relationships with school administrators and teams, building rapport to effectively serve students and align with school culture and goals.
- Ensure the JAG Advantage (Project Based Learning, Trauma Informed Care, and Employer Engagement) is implemented with integrity within each program leading to the successful performance outcomes of each program.
- Actively coordinate events and training opportunities that enhance the leadership, academic, and career skills of all JAG Nebraska students.
- Serve as an example by being a teacher, advocate, and caring adult while upholding the United Way of the Midlands values at all times by building trust, extending grace, showing grit, being open and embracing others' differences, engaging through listening and sharing, and curiously learning constantly.

- Regularly interact with school and district administration as needed regarding student recruitment and opportunities for program expansion and resolve challenges as they arise by communicating effectively, efficiently, and timely while maintaining effective working relationships with school administrators, community leaders, business partners, and JAG Nebraska leadership.
- Conduct site visits to engage with students, building meaningful relationships, while assuring the JAG model standards are met while also observing classroom management techniques by monitoring performance outcomes, analyzing data in JAG Force, reviewing processes including: student selection, assessments, classroom management and instruction, business and community connections; and by receiving feedback from partners.
- Complete self-evaluations according to United Way of the Midlands policy, providing effective and supportive feedback to the Program Manager while also receiving feedback.
- Request support and resources as needed with the JAG Nebraska model, grant and partnership obligations, accreditation compliance, participant documentation, and data entry into JAG Force.
- Recruit and interview students according to the best practices established by JAG and as preferred by the school.
- 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.
- Regularly brief the Program Manager on student performance and outcomes. Request support and share ideas for actions for improvement when students are not on track to meet school and/or JAG performance goals and outcomes.
- Assist in planning and implementation of statewide student events and may assist with student supervision at various events locally, statewide, and nationally.
- Responsible for quality assurance on all paperwork and data to ensure compliance with all funding and accreditation requirements as well as ensuring deadlines are met in a timely manner.
- Propose improvements or revisions to organizational policies and procedures as they relate to the operation of JAG Nebraska to the Program Manager.
- Ensure the JAG model standards are met, to include ensuring every student is provided with the opportunity and support necessary to master a minimum of 37 competencies each school year, while also implementing classroom management techniques, monitoring performance outcomes, entering data in JAG Force, reviewing school processes including: student selection, assessments, classroom management and instruction, business and community connections; and by receiving feedback from partners.
- Work daily within Nebraska's public schools and respectfully engage directly with teachers, administrators, and community leaders.
- Establish a positive and on-going supportive relationship with all students and families in the JAG Nebraska cohort.
- Collaborate with school counselors, advisors, teachers, and administrators to implement the JAG curriculum and activities consisting of support for academic success, career exploration, goal setting, leadership development, and individual development plan.
- Enter student data and confer with school staff to identify and serve students in need of more intensive academic support such as tutoring, extended learning, mentoring, and counseling.
- Delivers the JAG Nebraska project-based learning 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.
- Establish and implement an Individualized Development Plan (IDP) in JAG Force for all students on the school's JAG Nebraska class rosters.

- Monitor 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.
- Actively work to build a local efficient and effective full circle of community support for student resources by collaborating with in-school and after school student programs, employers, parents, civic groups, and community partners to build awareness, support, and partnerships in conjunction with the Program Manager.
- Facilitate opportunities for student engagements periodically throughout the summer to increase student contact.
- Participate in school staff meetings, regional and statewide education meetings, and staff development activities within the building and district as appropriate.
- At times, Specialists may drive select students to and from statewide events, as applicable, and/or chaperone students for JAG National events, as applicable.
- Participate in approved JAG National and Nebraska training opportunities and conferences.
- Maintain the highest level of confidentiality, integrity and professionalism.
- Perform other duties as assigned by the supervisor.
- Must comply with school staff handbook, policies, standards, and expectations.

Required Knowledge, Skills and Abilities:

- Must be able to effectively use the Microsoft Office package of software (Word, PowerPoint, Excel, Teams).
- Required to work 12 months per year.
- Spanish and/or Korean speaking a plus.
- Must be knowledgeable about human services and major systems work.
- Must have a good understanding of philanthropy and the role non-profit organizations play in our community.
- Must be able to enter, analyze, and verify data reports as applicable for integrity, accuracy and various funding requirements.
- Must have the ability to effectively represent UWM and JAG Nebraska during community and stakeholder meetings.
- Must have the ability to think strategically to effectively plan and execute multiple lesson plans and activities in preparation for and throughout each school year.
- Must be able to execute and accomplish immediate deliverables on short notice.
- Must be highly organized, responsive and be able to handle multiple deliverables at the same time.
- Must maintain a positive attitude and care deeply about the overall success of UWM and JAG Nebraska.
- Must be able to work independently while managing multiple priorities and deadlines.
- Must be able to establish appropriate boundaries while developing and nurturing supportive relationships with students and families.
- Must be able to communicate effectively, orally and in writing, with a variety of individuals, within and outside of the school system. Must be able to make formal and informal presentations.
- Must be able to educate a variety parties about the program by developing ongoing professional relationships.
- Must be able to implement curriculum, projects and/or other educational opportunities consistent with the goals of the JAG and the Nebraska Department of Education requirements for Career and Technical Education.
- Must be able to effectively develop positive relationships, as well as diffuse and resolve conflict.
- Must be able to effectively organize, prioritize, and manage multiple projects and tasks to achieve multiple goals simultaneously.

- Must comply with and adhere to the State of Nebraska teacher and teaching standards and requirements.
- Must become familiar with various funding requirements, such as: ESSER, GEER, TANF, WIOA, etc.
- Must be able and willing to follow chain of command and organizational policies and values.
- Must possess a current and valid driver's license.

Supervisory Responsibilities:

This position does not have supervisory responsibilities related to personnel.

Education and Experience:

Must meet Nebraska Department of Education's Teaching Career Education Permit requirements: [Career Ed Teaching Permit Requirements \(ne.gov\)](#), to include:

- Completion of a prescribed course of study in a career education area at the postsecondary level, or
- Completion of an apprenticeship in the career education area, or
- Demonstrated proficiency in the career education area based on 5 years or more of practice in that career, or
- Demonstrated proficiency by passing a competency test approved by the industry or career area, and
- Must be willing to complete the Human Relations Training Requirement upon hire, and
- Must be willing to obtain the State of Nebraska Fingerprint Card process as applicable: [Fingerprint Cards \(ne.gov\)](#)

Bachelor's degree or Master's degree in education, social services, counseling, business, or similar field or equivalent work experience.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- 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 50 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform 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
- Professional development assistance
- Tuition reimbursement
- Onsite cafeteria and gym

How to Apply:

Please submit your cover letter and resume to resume@UWMidlands.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.

