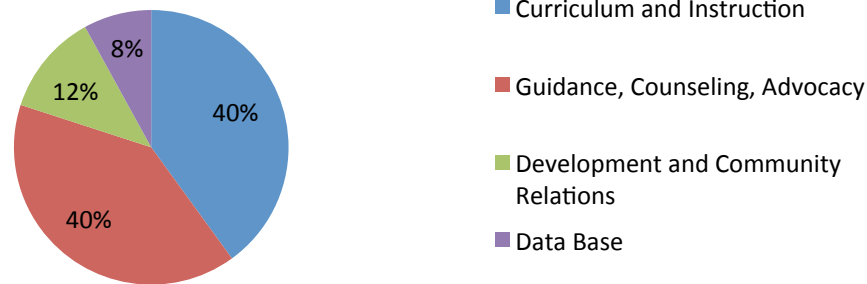


# JAG KY Specialist Time Allocation Summary

## Specialist Daily Work Time Allocation



### Curriculum and Instruction:

- Specialist will teach at maximum 2-3 classes and one period for planning with no more with a total of 35 – 50 students on their JAG KY Active Roster
- Conducts one on one academic remediation
- Create projects utilizing the Project Based Learning Model to create real work application within the classroom
- Instructs students to master JAG competencies

### Guidance, Counseling, Advocacy:

- Conducting daily guidance and counseling to JAG KY students in relation to personal, academic, job related goals or issues
- Contacting parents in regards to attendance, grades, and discipline issues 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
- Advise the JAG KY Student Career Association

### Development and Community Relations:

- Outreach to business for purposes of curriculum enhancement, business tours, job shadows, service learning projects, and other opportunities
- Outreach to postsecondary institutions to provide postsecondary readiness

### Database and Accountability

- Daily updates in JAG E-NDMS database to include attendance, grades, daily instruction summaries, record of daily contact hours
- Manage school attendance system, grading system and any other required documentation of the school district
- Summit monthly Office of Vocational Rehabilitation Student Work Readiness Reports
- Other duties assigned by Regional Leaders