

Louisiana Believes

**Jobs for America's Graduates – Louisiana
(JAG-LA)
Grant Application
2016-2017**

DATED MATERIAL – OPEN IMMEDIATELY

Closing Date: Wednesday, June 8, 2016

4:00 p.m.

John C. White

State Superintendent of Education

May 2016

INTRODUCTION/BACKGROUND – THE JAG MODEL

Jobs for America’s Graduates-Louisiana (JAG-LA) Program is an affiliate of the National Jobs for America’s Graduates Program (JAG), the nation’s largest dropout prevention and recovery program serving youth 12-21 years of age. JAG-LA provides an educational setting that promotes academic and skills attainment, civic responsibility, leadership development and social awareness that is necessary to become a responsible citizen and productive worker.

Jobs for America’s Graduates-Louisiana is a dropout prevention and recovery program that delivers a unique set of services for students with major obstacles to help them earn a high school diploma and for out-of-school youth, to assist them in earning a high school equivalency diploma. Services are provided by a Job Specialist and are centered on the National JAG competencies, which include career development, job attainment, job survival, communication skills, work place skills and life survival skills. The program also provides 12 months of post-graduation follow-up services, with the graduate pursuing postsecondary education and/or entering the workforce in a quality job leading to a career. Focusing on job readiness, teamwork, and leadership is what makes each JAG-LA graduate a potential asset to an employer.

Jump Start promotes collaboration between school districts, colleges, and local businesses to provide career courses and workplace experiences to high school students. Students are allowed to continue their education after high school while obtaining certification for the career fields most likely to lead to high-wage jobs. The JAG-LA program supports students’ pursuing a Career Diploma through early experiences in foundational career skills and career awareness. Many elements of the JAG-LA Program including curriculum, mentoring, and work-based learning, support Jump Start.

Louisiana currently offers three JAG model programs:

- Multi-Year Model: serving high school students in 9th-12th grades
- Middle School Model: serving middle school students in 6th-8th grades
- Out-of-School Model: serving traditional high school students who have dropped out of school

Projects will be funded contingent upon funds being made available for Jobs for America’s Graduates-Louisiana Program with a priority on the Multi-Year Model. Projects must implement one of the three JAG models: Multi-Year Model, Middle School Model, or Out-of-School Model. Upon receipt of funds, the agency agrees to fully implement all aspects of the selected JAG Model for the 2016-2017 school year. Information regarding the model programs can be found on the National JAG website at <http://www.jag.org>

PROGRAM DESCRIPTION

Jobs for America’s Graduates is a unique model program for dropout prevention/recovery to ensure student success. As an affiliate of the national JAG program, JAG-LA and the Louisiana Department of Education work to ensure the integrity of the model through the local program sites. JAG-LA sites provide students with:

- Academic Training
- Job Readiness Instruction
- Jump Start Planning Support
- Student Services
- Leadership Development
- Post-graduate Assistance
- Financial Aid Planning
- Mentorship

The JAG-LA Program is for students who have major obstacles in their lives that could disrupt school completion and/or hinder successful entry into the workforce or postsecondary educational programs. The JAG-LA Program also supports the efforts of the Jumpstart initiatives by offering career to school model curriculum, mentoring and follow-up to seniors. However, any student accepted into the program must:

- want to be a participant
- need the services provided
- be able to benefit by earning a high school diploma or a high school equivalency diploma
- be able to benefit by being placed in a competitive job or by entering higher education

A key component of the program is the JAG-LA Specialist. The JAG-LA Specialist works as a teacher and mentor, in addition to developing community and business relationships. The JAG-LA Specialist will ensure that the students master the JAG competencies, provide academic remediation when appropriate, secure academic and remedial classes for students, provide linkage to skills training opportunities, locate the appropriate services students may need to overcome barriers to success, and develop relationships with students by providing educational, emotional and leadership support. The JAG-LA Specialist will also assist with Post-Secondary Financial Aid Planning.

Duration of Project: The services detailed in the following assurances constitute the required work for the period July 1, 2016 through June 30, 2017. In order to receive funding for the Jobs for America's Graduates-Louisiana(JAG-LA) Program, the sub-grantee must submit an application to the Department of Education, Office of Student Opportunities, Transitional Support Programs. The applications will be reviewed to determine if all objectives of the project have been addressed and whether the sub-grantee meets applicable State, Federal or JAG requirements.

PROGRAM REQUIREMENTS

Number of Students Enrolled:

The minimum and maximum number of students enrolled by **Monday, October 3, 2016**, is listed below:

- Multi-Year Model Program: 45-50 students
- Middle School Model Program: 45-50 students
- Out-of-School Model Program: 30-35 students

**The number of students cannot be less than or exceed the recommended model program numbers, unless approved by LDOE.*

It is required that the majority of the total population served in the Multi-Year Program be identified as overage. No less than 10 freshmen should be included, as well as, no less than 10 seniors.

Population per site should reflect the areas of focus as described in the 2016-2017 grant application. Students from grades 9-12 should be included in the population of the Multi-Year Model Program. Program should serve a combination of students in grades 9-12 with no major emphasis to a certain grade level, unless funding source requires.

Student Contact Hours:

- Multi-Year Model Programs: Average 120 contact hours per student per site per year.
- Middle School Model Programs: Average 120 contact hours per student per site per year.
- Out-of-School Model Programs: Average 80 contact hours per student per site per year.

Number of Competencies Attained:

- Multi-Year Model Programs: Are required to obtain 37 competencies.
- Middle School Model Programs: Are required to obtain 27 competencies.
- Out-of-School Model Programs: Are required to obtain 20 competencies.

Graduation Rate for In-School Students:

- Multi-Year Model Programs: Graduation rate should average a minimum of 90%.
- Middle School Model Programs: Transition rate to High School should average 90%.
- Out-of-School Model Programs: Graduation rate, which includes receiving a high school equivalency diploma, should average a minimum of 50%.

Outcome Goals:

The JAG-LA Specialists for the **Multi-Year Model** and **Out-of-School Model** programs are held accountable for achieving the following positive outcomes:

Multi-Year Model Program Standards:

- Graduates-90%
- Civilian Job Placements-60%
- Positive Outcomes-80%
- Full-Time Placement-80%
- Full-Time Jobs-60%

Out-of-School Model Programs Standards:

- Graduates- 50%
- Civilian Job Placements-60%
- Positive Outcomes-80%
- Full-Time Placement-80%
- Full-Time Jobs-60%

Placement Rate for Graduates of Out-Of-School Program Participants:

Programs with JAG-LA Specialists working with follow-up students who have completed the program should average a job placement rate of 60%.

Middle School Model Program Standards:

The JAG-LA Specialists for the **Middle School Model** are held accountable for achieving the following positive outcomes:

- Transition to High School (promotions to 9th grade) – 90%
- Decline in discipline referrals – 60%
- Improvement in self-esteem index – 25%
- Improvement in GPA – 25%

Follow-Up Services:

The JAG-LA Multi-Year Model Follow-Up Phase begins at graduation (June) and concludes at the close of a 12-month period. The Out-of-School Model for Follow-Up begins the month after graduation with the Louisiana High School Equivalency Test. Multi-Year and Out-of-School Specialists are responsible for providing follow-up services to both participants and employers for a period of 12 months. JAG-LA Specialists should receive mandatory release time to go off campus to perform required follow-up services and also for building partnerships with businesses in the community along with attending regional and state Jump Start events. Employers should be contacted at least six times during the follow-up phase. Possible methods used to achieve the follow-up goals may include face-to-face or telephone contact with the student, family members, or employers. JAG requires no more than 5% unable to contact each month. It is critical that the JAG-LA Specialist establishes a strong alliance with the students to be successful in the follow-up phase of the program.

Middle School Specialists maintain contact with students who transition into the 9th grade for the entire school year. Time for JAG-LA Specialist to leave campus for follow-up services and building partnerships with businesses in the community is required. Specialists are held accountable for their students to be connected and engaged in the high school. Possible methods used to achieve the follow-up goals may include face-to-face or telephone contact with the student, parental or high school source contact,

attendance clerk contact and/or review of daily attendance report, and review of academic transcript and/or registrar contact.

Required Reports:

- Submit to LDOE required reports/lesson plans by established due date
- Supervisor signed Roster Roll-ups due in October and January
- Employee Marketing Plan aligned to regional/statewide Jump Start Pathways
- Plan of Work

Additional Requirements Include:

- Community Service – 15 hours
- Guest speakers - 8
- Educational field trips- 3 (1 being a post-secondary institution)
- Student Attendance - annual student conferences
- Specialist Attendance - required meetings and conferences
- JAG Class - no more than 16 students per scheduled JAG class; no less than 50 minutes a day of a scheduled class; and additional time allowed for remediation.
- Parental contacts - evidence of at least 4 initiated by JAG-LA Specialist

Career Association:

Students are automatically members of the JAG-LA Career Association, a student-led chapter designed to develop, practice and refine critical skills delivered in the classroom. The chapter members elect officers, serve on committees, develop and execute a plan of work, participate in skill-based competitions, and seek recognition for chapter projects and accomplishments. Major Career Association Chapter activities include:

- Initiation and Installation Ceremony
- Officers' Leadership Conference
- Career Development Conference/Student Development Conference (one-day skills-based completion)

Financial Aid Planning:

JAG-LA Specialists are required by LDOE to assist JAG-LA Seniors and assure all are receiving Financial Aid Planning Support for 2016-2017 school years.

JAG SPECIALIST

Position Overview:

It is the responsibility of the JAG-LA Specialist to provide relevant and challenging classroom and work-based learning experiences for the required number of participants per the selected JAG model. The JAG-LA Specialist should be committed to developing students' personal, leadership and employability skills to ensure graduation from high school and positive post-graduate outcomes.

The outcomes are achieved through the attainment of the required number of core competencies, involvement in the Career Association, and the assistance of a supporting adult who helps overcome barriers to success. Understanding the importance of being a liable organization, the JAG-LA Specialist are responsible for student reporting.

The ultimate outcome of the JAG-LA Program is to place graduates in quality jobs (after graduation) which lead to a career in their chosen field or to guide the graduate toward a postsecondary education

that fits his/her career goal or aligns to a regional/state Jump Start Pathway. After placement, the JAG-LA Specialist is responsible for no less than monthly contacts with graduates (and non-graduates) and no less than five employer follow-up contacts over the 12-month follow-up period.

The ideal JAG-LA Specialist provides assistance to the non-graduate to complete high school graduation requirements or a high school equivalency diploma and provides graduates with employment, retention and advancement assistance during the 12-month follow-up phase. Middle school specialists assist students with the transition to 9th grade and follow-up monthly with students during the 9th grade year.

Major Responsibilities:

Establishing a positive rapport and working relationship with the school district and building administration, faculty and staff.

- Working closely with the program's in-school advisory committee to identify and select those students that need, want, and can profit from participation in the JAG-LA Program.
- Determining eligibility using local requirement, JAG-National Requirements and state/federal regulations that impact the program.
- Providing guidance, support, referral and tutorial services to ensure students stay in high school and complete graduation requirements.
- Providing a comprehensive program of classroom, work-based and community-based activities designed to help students achieve the number of required JAG competencies in the required six (6) clusters: Career Development, Job Survival, Basic Skills, Leadership, Self-Development, and Personal Skills.
- Utilizing a student-led organization, the National Career Association, to motivate students' pride of membership (belonging), involvement, and recognition; encouraging participation in chapter activities for the purposes of reinforcing the JAG competencies and achieving the desired program outcomes.
- Advising and assisting chapter leaders on conducting Career Association activities, including: Initiation and Installation Ceremony; community-service activities; leadership development activities; social development activities; skills development activities; National Competitive Events Program; fundraising and public relations activities.
- Implementing an Employer Marketing and Job Development Plan to ensure all students are provided with work-based learning experiences during and after high school and/or employment in an entry-level job that will lead a graduate toward his/her career goal.
- Conducting follow-up contacts with both graduates and employers on a systematic basis as prescribed in the JAG SPECIALIST HANDBOOK.
- Completing all required forms and documents required by JAG-LA, school, and funding resources in a timely fashion and maintaining the student reporting requirements.
- Managing time effectively and prioritizing work to meet required timelines.
- Coordinating classroom, Career Association and program activities as assigned and assuming full accountability for the following performance outcomes: graduation rate, positive outcome rate, aggregate employment rate, full-time jobs rate, and full-time placement rate.
- Participating in staff development workshops as provided by Jobs for America's Graduates-Louisiana (JAG-LA) and the school district.
- Participating in JAG's National Training Seminar, held in July of each year.
- Involving parents in the program whenever possible.
- Assisting with school level Jump Start implementation.
- Assist Students/Parents with Financial Aid Planning.

Desirable Characteristics:

The ideal JAG-LA Specialist will be able to:

- Communicate effectively – verbally and non-verbally.
- Use varied techniques to effectively train students in employability skills.
- Develop and maintain accurate records of activities.
- Establish rapport, motivate and enhance the self-esteem of students.
- Work as a member and/or leader of a team.
- Schedule, organize and prioritize work assignments to ensure timely and cost-effective completion.
- Demonstrate a sincere interest in working with young people.
- Create a positive environment in which students are considered to be the customers of the Jobs for America’s Graduates-Louisiana Program.
- Accept ultimate responsibility and accountability for the implementation of the JAG Model.
- Have some experience with adolescents/pre-adolescents and/or at-risk youth.

Basic Requirements:

- Education: A Louisiana Teaching Certificate or CTTIE certificate and district/agency requirements.
- Driver's License: Possession of a valid driver's license and has transportation (with proper insurance) to perform job duties.

BUDGET INFORMATION

Contingent upon receipt of funds, the Department of Education may award sub-grants for up to \$50,000, determined by the number of applicants and the total funding received by the Department of Education.

The following expenses are considered allowable and non-allowable expenditures for the purposes of this agreement through the use of the JAG-LA state funds.

Allowable Expenses:

- JAG-LA instructional material
- Equipment such as file cabinet, laptop (limit 1)
- Student computers (limit 2) for the use of JAG-LA participants only
- Supplies for Career Development Conference/Student Development Conference, such as scrapbook materials, digital camera, banner materials, tri-fold presentation board and other necessary materials
- Classroom supplies, such as file folder, binders, and video camera
- Transportation for field trips, student conference, and specialist required meetings/conferences

Non-Allowable Expenses:

- Purchase of vehicles
- Renovation, construction, or purchase of building used for program operation
- Payment of bad debts or interest payments as a result of credit arrangements
- Medical services
- Purchase of alcohol and tobacco
- Services or material deemed inappropriate in relation to service delivery

- Monetary awards or stipends for participants
- Field trip entry fees
- Food, party supplies
- Personal items and refreshments

GENERAL APPLICATION DIRECTIONS

Applications are to be typed on the Program Application form. The original application, plus three additional copies, must be submitted. Staple the application in the top left hand corner. Do not bind the grant application. Assurances are to be signed and included in the application. (Exception is if specialist has not been selected.)

Deadline for Application:

The Louisiana Department of Education reserves the right to reject any or all applications for failure to submit in accordance with the instructions in this application packet or by the specified deadline. Receipt of applications by the Louisiana Department of Education confers no rights upon the applicant, nor does it obligate the Louisiana Department of Education in any manner. Application must be received at the Louisiana Department of Education **no later than 4:00 p.m., Wednesday, June 8, 2016.**

<p>Applications may be mailed or hand-delivered to the address below: Attention: Renee Montgomery Office of Student Opportunities Louisiana Department of Education P.O. Box 94064 Baton Rouge, LA 70801-9064</p>	<p>This address is for Fed Ex, UPS, and hand deliveries only. Attention: Renee Montgomery 4th Floor, Suite 4-225 Claiborne Building Louisiana Department of Education 1201 North Street Baton Rouge, LA 70802</p>
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Further Information:

Contact the Louisiana Department of Education, Office of Student Opportunities, Transitional Support Programs, P.O. Box 94064, Baton Rouge, LA 70804-9064 or telephone (225) 342-3412.

Projects will be funded contingent upon funds being made available for Jobs for America's Graduates-Louisiana program. Upon receipt of funds, the district/agency agrees to fully implement all aspects of the selected JAG-LA Model and follow all funding source requirements.

PROGRAM APPLICATION

Provide information pertaining to the quality of the JAG-LA Program and attention to continuous program improvement. The program narrative should be clear and concise. Complete the application in the outline form described below:

PROGRAM INFORMATION

School District/Entity: _____

School/Site Name(s): _____

Address _____

• Identify classroom equipment and supplies available: _____

• Identify the model of the JAG-LA Program that will be implemented:
 Multi-Year Model Program
 Out-of-School Model Program
 Middle School Model Program

• All JAG-LA programs are required to have a local district supervisor responsible for oversight of the program. Indicate the name of the oversight supervisor and his/her responsibilities as it pertains to the local JAG-LA Program and provide assurance the JAG Supervisor will attend JAG-LA training that supports the JAG Program model.

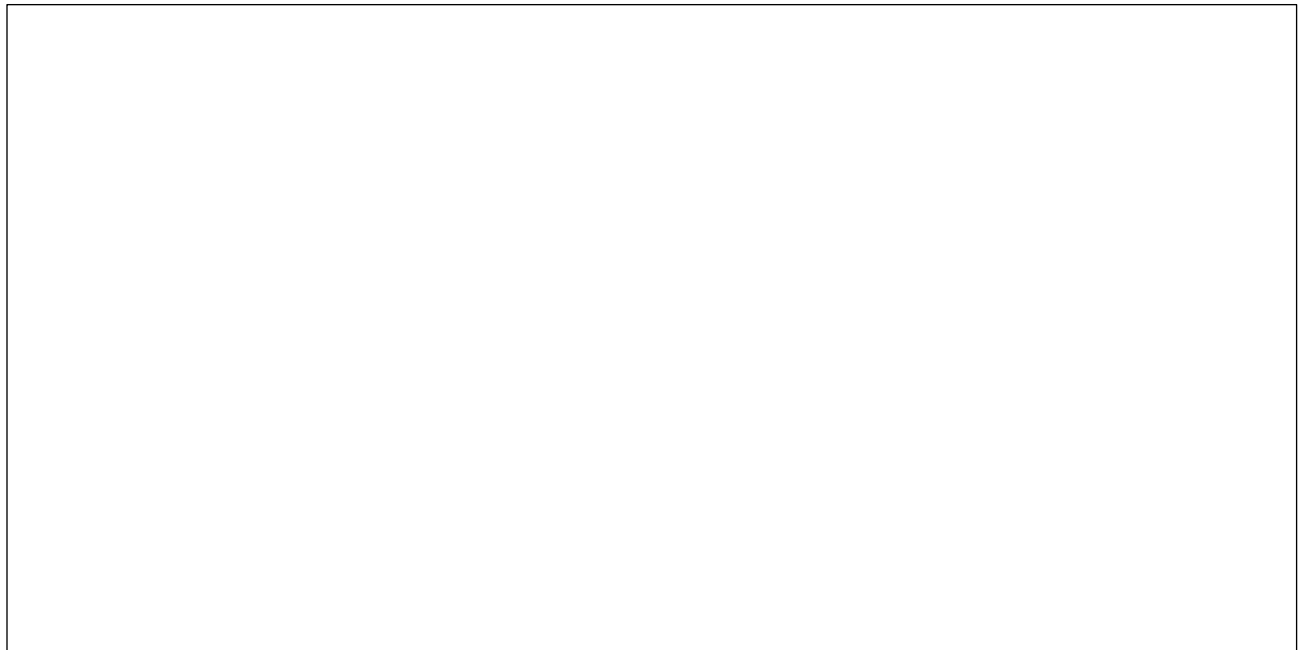
Name	Title	Telephone Number
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• Provide detailed description of the district expectations of the JAG-LA Program. Describe the district's needs that warrant a JAG-LA Program. **Response:**

- Define the intended population to be served and verify the number of students attending the requested location will meet the minimum requirements of the JAG-LA program. **Response:**



- How do you envision the purpose of the JAG-LA Program in your district? Define support for students with special needs, dropout prevention, Jump Start or both? **Response:**



- Provide district dropout rate, if it will be used for a recovery program. Use information from local district. **Response:**

- Describe JAG-LA Specialist qualifications, providing this person has been identified. Provide a description of hiring requirements the district/agency will require. **Response:**

- **Attach** the following information to the signed JAG-LA grant application:
 - Specialist Daily Schedule for 2016-2017, including time spent in class, student reporting, employer marketing, and work-based activity for student.
NOTE: Additional duties will not be given to the JAG-LA Specialist, including, but not limited to, the following: teaching other classes; assignments to in-school suspension; excessive duty schedule; or any additional duties that conflict with the specialist performing the duties as required by the JAG-LA grant.
 - Sample schedule for JAG-LA participants
NOTE: JAG is a class that students earn Carnegie units. It must be a scheduled class on student's transcript.

DISTRICT COMMITMENT

Attach signed assurances, included in this packet (superintendent/agency director, supervisor/ principal and specialist). Exception is if specialist has not been selected.

- Provide assurance of support from district administration for Superintendent/Agency Director, Supervisor/Principal, and Specialist. **Response:**

- Provide explanation of financial commitment from district for conferences, training, and JAG meetings for Supervisors, Principals, and Specialists. **Response:**

- Provide explanation of financial commitment to for the JAG-LA Specialist and JAG-LA students to attend statewide Student Leadership Conference and Career Development Conferences. **Response:**

- Describe a plan of action, approved by the administration that indicates consideration of the JAG-LA Program being sustained in the district/agency if state funds are not available in the future.

Response:

COLLABORATION/PARTNERSHIPS

- List current and potential funding collaborations and or partnerships that will enhance the JAG-LA Program. Such matching/in-kind resources (financial and/or other) may come from Local workforce Investment Boards, business and industry entities, Adult Education programs/agencies, Louisiana Technical Colleges, grants and foundations and other sources of partnerships. **Response:**

- Provide strategy for JAG-LA Specialist to develop relationships with business, community and government organizations that will promote student success, achievement and program goals. Time off campus must be allowed for Specialist to perform employer marketing, job development, and placement responsibilities. **Response:**

- Describe the district/agency's support of the JAG-LA Specialist and financial commitment of the program:
 - Define the in-kind contribution the district/agency will provide. Be specific.
 - Provide explanation of how financial commitment will be provided for the JAG-LA Specialist to participate in training opportunities, including JAG-LA quarterly meetings, statewide training and informational workshops, and attendance at the JAG National Training Seminar (NTS). **Response:**

- List potential advisor community members for the 2016-2017 School Year responsible for recruiting, screening, and selecting participants who satisfy JAG-LA criteria. **Response:**

GRANT MANAGEMENT/FOLLOW-UP

- Provide explanation on how the LEA/agency will complete the grant **management** responsibilities for the 2016-2017 even if the program should cease to exist or funding is decreased. Grant management and 12 months of follow-up services must be provided to JAG-LA participants entering and/or exiting the program in the 2016-2017 school years. **Response:**

SUPERVISION/EVALUATION

- Provide evidence of how the program will be supervised and evaluated, including grant management, to ensure that the program adheres to the model format and that the following benchmarks of performance will be met: graduation rate, postsecondary education rate, job placement rate (full-time and part-time), percentage of students mastering required competencies and average contact hours per participant. **Response:**

- Provide assurance that the LEA/agency will complete the grant management responsibilities for 2016-2017 should the program cease to exist. Grant management and 12 months of follow-up services must be provided to JAG-LA participants entering and/or exiting the program in the 2016-2017 school year. **Response:**

JAG-LA District/Agency Assurances:

- Employ a full-time, Louisiana teacher-certified individual who is qualified to fulfill the responsibilities of the JAG-LA Specialist without **additional task other than JAG**. It is advised that the JAG-LA Program Supervisor be included in the interview process for the JAG-LA Specialist.
- Provide the balance of the salary and benefits for the JAG-LA Specialist above the grant award contribution by LDOE, and contribute as in-kind services the use of appropriate classroom space, office space, utilities, telephone and computer, with access to a fax machine and/or scanner.
- Provide the JAG-LA Program Model for the entire year as a regularly scheduled Carnegie Credit class, in addition to classroom space for counseling opportunities, marketing, and student reporting outside of regularly scheduled classes.
- Support the specialist by providing time to complete follow-up services, including employer marketing, job development, and placement services for twelve (12) months. These are off campus activities.
- Assure that an Advisory Committee has been established to assist the JAG-LA Specialist in recruiting, screening and selecting participants in need of services. The Advisory Committee and JAG-LA Specialist are mutually responsible for recruiting, screening, and selecting participants who satisfy JAG-LA criteria.
- Provide scheduled time for the specialist with access to JAG-LA participants to review their records.
- Provide classroom space for specialist-led, competency-based instruction and participant-led association activities. The school/agency will also provide the use of other school facilities and equipment necessary to deliver the services of a JAG-LA Program. (e.g. computer lab)
- Enable JAG-LA participants to attend statewide conferences by securing transportation and supplies needed for students to attend these events.
- Support JAG-LA efforts to involve parents, family, employers, and community to meet the needs of JAG-LA participants, and ensure full cooperation and participation during the post-graduation follow-up period.
- Allow for a **minimum** of (3) three field trips per year with (1) one field trip to a post-secondary institute. Allow for JAG-LA Specialists to bring in a minimum of (8) eight guest speakers per year.
- Provide **mandatory** release time for the JAG-LA Specialist to perform off campus employer marketing, recruitment for guest speakers, arrangement of field trips, job development, and placement responsibilities. **Documentation of employer marketing (i.e., log and business cards) must be on file in the Specialist Portfolio.** Active personal contacts with employers throughout the program year are essential to a successful JAG-LA Program.
- Ensure attendance at mandatory JAG-LA staff meetings, conferences and the annual JAG National Training Seminar.
- Establish a district/agency supervisor that attends mandatory JAG-LA training and that supports the JAG-LA Program Model. The district/agency JAG-LA Supervisor will be responsible for the oversight of the JAG-LA Program Model. Ensure that the JAG-LA Supervisor, Specialist and Principal fulfill the responsibilities of these JAG-LA Assurances and achieve the performance standards of the JAG-LA Program Model.
- Provide supervision to ensure that the JAG-LA Specialist fulfills the responsibilities of these JAG-LA Assurances and achieves the performance standards of the JAG-LA Program Model.
- Meet the student reporting requirements within the context of Student Privacy: Act 837.

Superintendent/Agency Director Signature/Title

District

JAG-LA Supervisor and Principal Assurances:

- The district /agency JAG-LA Supervisor and Principal provide supervision and assistance to ensure that the JAG-LA Specialist fulfills the responsibilities of the JAG-LA assurances and achieves the performance standards of the JAG-LA Program Model.
- Participates in mandatory JAG-LA Supervisor/Principal training provided by LDOE.
- Assists the JAG-LA Specialist to establish an Advisory Committee which provides assistance in recruiting, screening and selecting participants most in need of services.
- Oversees that required documentation is submitted to LDOE, as requested:
 - **Required Reports/Lesson Plans by established due date**
 - **Supervisor signed roster roll-up two (2) times a year**
 - **Employee Marketing Plan**
 - **Plan of Work**
 - **Student Stories, Best Practices, and other shared classroom ideas**
- Supervisor submits a **Supervisor Report**, as requested by LDOE, once a year
- Oversees/Ensures that student reporting is accurate and is entered timely, including: JAG pre/post-test information, daily model services, follow-up information, and progress reports.
- Assists JAG Specialist to obtain the required number of competencies, contact hours, community service hours and work-based learning experiences, as required by the JAG Program Model.
- Ensures that the JAG-LA site has an active Association and provides assistance in working toward completion of the Association’s required activities. Association minutes and sign-in sheets must be kept on file.
- Allow for a minimum of three (3) educational field trips with students per year ([1] field trip must be to a post-secondary institute). Allow for JAG-LA Specialists to bring in a minimum of eight (8) guest speakers per year.
- Provides assistance to secure all mandatory documentation required by LDOE for participants’ folders, participants’ portfolios and Specialist’s portfolios.
- Ensures that JAG Specialist is following Marketing Plan and Plan of Work. Supports JAG-LA Specialist in reaching out to community partners/business leaders.
- Students per class should **not exceed** the recommended number of participants for the JAG-LA Program model unless approved by LDOE.
- **No additional classes** can be taught by the **JAG-LA Specialist**.
- Supervisor/Principal agrees to the **minimum number** of students and **maximum number** of students allowed **per program model** as stated in the grant.

District/Agency Supervisor

Title

Principal

School

JAG-LA Specialist Assurances:

- Recruit and select the required **minimum** number of qualified participants who satisfy the criteria as set out by JAG-LA, not to exceed the **maximum** number without LDOE approval. Participation in the JAG-LA Program is limited. Students must need, want, and be able to benefit from the services available including the follow-up phase of the program.
- Establish an Advisory Committee to assist in recruiting, screening and selecting participants most in need of services and who satisfy the JAG-LA criteria. The Advisory Committee and JAG-LA Specialist are mutually responsible for this process; however, the JAG-LA Specialist is ultimately responsible for the final selection.
- Deliver the curriculum developed by the National JAG Organization. Participants are expected to master required competencies for the model program delivered.
- Establish and organize a highly motivational, career-oriented student-led organization. Each participant is a member of the Association for purposes of belonging, creating a sense of ownership, building self-esteem, and developing leadership and fellowship skills.
- Conduct an Installation and Initiation Ceremony for JAG-LA Association Members and Officers prior to October 31, 2016.
- Attend and encourage participation in mandatory state conferences.
- Cooperate with participants and other staff/faculty to provide remediation and/or tutoring for participants to improve basic education skills and graduate or obtain a Louisiana High School Equivalency Diploma.
- Provide services needed for participants to overcome barriers, to stay in school, to graduate, and become employed and/or pursue a postsecondary education.
- Provide career counseling and personal counseling, as needed. Refer to school or community based services, as needed, to overcome barriers to graduation, employment, career entry and/or advancement.
- Attend JAG-LA staff development and mandatory quarterly meetings. Cooperate with JAG-LA Supervisors and LDOE to assist with special events.
- Develop work-based learning and/or job shadowing experiences linked to the JAG Curriculum to enhance student learning and specific occupational skills in their chosen career field. Develop opportunities for jobs, internships or apprenticeship for JAG-LA graduates.
- Provide twelve (12) months of follow-up services through employer and student contact. Middle School Specialists assist students with the transition to 9th grade and follow-up monthly with students during the 9th grade year.
- Maintain, complete and submit paper and electronic documentation required by LDOE according to established due dates.
- Attend the JAG National Training Seminar in July of each year.
- Develop relations with business partners, community and government organizations identified by the marketing plan to promote student success, achievement and program goals.
- Secure a minimum of three (3) field trips per year (one [1] field trip much include a visit to a post-secondary institution. Obtain a minimum of eight (8) guest speakers per year.
- Submit required documentation to LDOE per deadlines:
 - **Required Reports/Lesson Plans**
 - Supervisor signed roster roll-up (twice a year)
 - Employee Marketing Plan
 - Plan of Work

JAG-LA Specialist

(Signed copy of JAG-LA Specialist Assurance page can be forwarded separately from the grant application once a JAG-LA Specialist position is secured).

JOBS FOR AMERICA'S GRADUATES-LOUISIANA (JAG-LA) 2016-2017

District _____ Model _____ School _____

Scoring Rubric

REQUIREMENT	SCORE	SCORE	SCORE	COMMENTS
Requirement 1. Program Information				
a. Location of school (including address, classroom equipment & supplies available) (5 points)				
b. Identified JAG Model Program (5 points)				
c. Program supervisor identified and evaluation of program ensuring adherence to model (10 points)				
d. Identified expectations and needs of program (10 points)				
e. Estimated number of active students meeting JAG model requirement (10 points)				
f. Purpose of program and support for it (10 points)				
g. Job Specialist qualifications and description of hiring requirements (10 points)				
h. Sample Job Specialist schedule attached (10 points)				
i. Sample student class schedule attached (10 points)				
TOTAL (80 points)				

REQUIREMENT		SCORE	SCORE	SCORE	COMMENTS
Requirement 2. District Commitment					
a. Assurance of support from district administration for Superintendent, Supervisor/Principal, and Specialist (10 points)					
b. Financial commitment from district for conferences, training, and JAG meetings for Supervisors, Principals, and Specialists (10 points)					
c. Financial commitment from district for transporting JAG students to attend conferences, meetings, field trips, and trainings (10 points)					
d. Described plan to sustain program if funds are not available (10 points)					
TOTAL (40 points)					
Requirement 3. Collaboration/Partnerships					
a. Identified current business, community partners including any aligned with Jump Start if applicable; identified strategy and potential partners to develop future relationships (10 points)					
b. Identified strategies for Specialist to develop relationships with partners (10 points)					
c. Defined matching and/or in-kind resources from district/agency (10 points)					
d. Identified financial commitment for Specialist to participation in training, meetings, and workshops (10 points)					
e. Identified potential advisor community members (5 points)					
TOTAL (45 points)					

REQUIREMENT		SCORE	SCORE	SCORE	COMMENTS
Requirement 4. Grant Management & Follow-up					
a. Identified grant management responsibilities (5 points)					
b. Explanation of how follow-up services will be provided for 12 months when students exit the programs (10 points)					
TOTAL (15 points)					
Requirement 5. Supervision and Evaluation					
a. Provided evidence of supervision and evaluation to ensure program adheres to model format & benchmarks (10 points)					
b. Explanation of how grant management and follow-up services are provided should the program cease to exist (10 points)					
TOTAL (20 points)					
TOTAL POINTS RECEIVED		of			200