



NEW SCHOOL LAUNCH CHECKLIST

The following timeline is a guide for launching a Jobs for America's Graduates (JAG) Model Program.

7-12 months prior:

- Superintendent/principal hold initial meeting with JAG State Director to review:
 - JAG Competencies
 - JAG Model
 - JAG Advantage

6-7 months prior:

- Superintendent/principal hold follow-up meeting with JAG State Director to review:
 - Memorandum of Understanding (MOU) with South Dakota Department of Education
 - JAG Specialist job description
 - Chosen JAG Model Program Application (Multi-Year, Senior Only, Middle School)

5-6 months prior:

- Secure school board approval
- Sign MOU with department

4 months prior:

- Begin identifying potential students using student selection criteria
- Identify JAG Specialist(s) (internal reassignment or new hire)
 - Make any needed new hire(s) 4-5 months prior

3 months prior:

- Administrators and JAG Specialist(s) participate in initial training (**4 hours**)
- Confirm JAG Specialist(s) start date and training timeline (July & Aug) (**60 hours**)

4-6 weeks prior:

- JAG Specialist(s) completes in-depth training (**60 hours**)
- Administrators, school board members, school counselors, other faculty and staff, etc. complete in-school orientation for JAG Model Program (**2 hours**)

LAUNCH!

- JAG Model Program Launch – begin school year with JAG course code(s): Middle School 22990 and/or High School 22991
- JAG Specialist(s) interview JAG students
- Installation and Initiation (I&I) event scheduled