BUTLER COUNTY SCHOOLS

CAREER COACH

JOB DESCRIPTION

QUALIFICATIONS:

Required:

- Bachelor's Degree
- Ability to pass a background check

Preferred:

- Experience working in business/industry

KNOWLEDGE, SKILLS AND ABILITIES:

- Pleasing personality, enthusiastic, positive attitude, evidence of trustworthiness; knowledge in business and industry; and effective human relations skills.
- Effective oral and written communication skills.
- Knowledge of what it takes to be successful in the world of work.
- Knowledge of current employment trends.

REPORTS TO:

- Career/Tech Director

DUTIES:

- Represent the Career Coach Program in local schools and conduct public relations efforts to promote Career and Technical Education programs.
- Possess a working knowledge of the Alabama Career Development Model and assist with its implementation in Grades K-12.
- Provide career development guidance for students in Grades K-12 with emphasis on Career and Technical Education programs.
- Plan and implement student recruitment activities for Career and Technical Education programs.
- Possess a working knowledge of the Alabama Career Planning System and the Alabama Talent Triad assist with its implementation in Grades K-12.
- Assist students in Grades K-12 with career exploration activities and career assessments.
- Assist students with college admissions, financial aid—including FAFSA—and registration procedures.
- Provide information to educators, students, and their families regarding the current job market and career choices.
- Conduct classroom presentations promoting college and career programs and activities.
- Schedule and attend college campus and industry tours with students.
- Assist with coordinating job shadowing and other work-based learning opportunities for students.
- Maintain ongoing database of career coach services available and submit reports of completed activities.
- Assist LEA with College and Career Readiness initiatives.
- Engage community partners including the local Chamber of Commerce, Economic Development Board, and postsecondary institutions.
- Participate in Regional Workforce Council meetings and events.
- Comply with all policies of the LEA and the Alabama State Department of Education.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan.
Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

©EMCS