

Position Overview

The Career Coach for Loogootee Community School Corporation is a grant-funded position running from January 2026 through June 2027. This role is part of a broader Indiana Uplands regional initiative led by Regional Opportunity Initiatives (ROI) in partnership with 12 school districts. The purpose: to grow a “learners to earners” system that prepares students for postsecondary success through personalized guidance and robust school-community-employer connections.

This position is instrumental in implementing the vision of [House Enrolled Act 1002](#), helping students navigate career pathways that lead to employment, enlistment, or enrollment. The ideal candidate is collaborative, adaptable, and passionate about helping young people discover their purpose and potential.

Key Responsibilities

The Career Coach will work directly with students, school staff, and community partners to strengthen local career readiness efforts. Responsibilities include:

- Develop strong employer and community partnerships to expand work-based learning and postsecondary options.
- Organize and facilitate Career Discovery Meetings (CDMs) for 11th and 12th graders in alignment with HEA 1002.
- Provide 1:1 and small group career coaching to students needing additional support, helping them explore interests, build confidence, and take next steps.
- Serve on the school’s Career Coaching Framework team, contributing to the implementation of the [Indiana Career Coaching Framework](#) across grades.
- Participate in ROI’s Career Coaching Fellowship, a regional professional development cohort with monthly meetings, site visits, and collaborative learning.
- Track and report data to monitor progress, evaluate impact, and ensure alignment with state and regional expectations.
- Help plan and implement career fairs, employer panels, field trips, college visits, and work-based learning experiences in collaboration with school and community partners.

Qualifications

- Proven experience in education, workforce development, human services, counseling, or industry (non-education background encouraged).
- Strong interpersonal and communication skills; able to build trust with students, educators, and employers.

- Excellent organizational and project management skills.
- Demonstrated commitment to equity, cultural competency, and student-centered practices.
- Ability to adapt, problem-solve, and take initiative in evolving environments.

Preferred Traits and Skills

- Deep understanding of (or interest in learning) regional workforce needs, particularly in advanced manufacturing, life sciences, and national security/defense sectors.
- Experience working with youth, preferably in a coaching, mentoring, or advising capacity.
- Willingness to collaborate across sectors and communities.
- Comfort with data tracking and continuous improvement processes.
- Empathy, humility, resilience, and a growth mindset.
- Solid writing and verbal communication skills.
- Outstanding organizational skills.
- Detail management skills.
- Ability to listen and seek ideas from others.

This Position Requires

- Occasional travel for regional meetings and employer site visits
- Flexibility to adjust hours occasionally for student or community events
- A self-starter with a passion for student success and economic mobility

To Apply

Interested applicants should send a cover letter and resume to:

- Georgia Templin, Corporation Administrative Assistant
- gtemplin@loogootee.k12.in.us

Application Materials:

- Letter of interest
- Resume with references
- Completed Classified Employment Application (www.loogootee.k12.in.us under "Employment")