

CAREER COACH JOB DESCRIPTION AND CONTRACT

Position Summary:

The Career Coach will assist students to identify career goals through personal and group consultation. Utilizing leadership, advocacy, and collaboration, career coaches will promote student academic and personal success by implementing a comprehensive program that encompasses areas of personal and social development, as well as academic and career needs. **This position is currently grant-funded for the 2024-25 School Year. All Career Coaches are 1099 contract employees.**

School Year Contract (July 1, 2024 - June 30, 2025) **\$64,992.50** (spread over weekly payments and pro-rated based on date of hire).

Essential Functions:

Career Coaches will work with students to determine the appropriate assistance from the list below:

- Meet one-on-one with students to determine academic and career goals.
- Administer, review, and engage students using You Science assessments and reports.
- Screen and assist students in applying for internships/apprenticeships in their area.
- Assist students interested in taking the WorkKeys assessment.
- Utilize P3 data collection platform and P3 workforce video tracking.
- Plan, develop, and implement exploration opportunities, including college campus visits, career fairs, industry visits, parent sessions, etc.
- Work directly with the local community college, 4-year universities, and military recruiters to connect students to applicable programs, as identified by the grant administrator.
- Connect industry representatives to participants through job shadowing/mentoring opportunities for further career exploration and to build interest in local workforce opportunities.
- Present an orientation of services and resources to teachers and staff during professional development training, as coordinated with the school administration.
- Assist students in understanding critical employability skills and how they are important to being successful in the workplace.
- Improve participant resume writing and interviewing skills.
- Work with economic developers, businesses, associations, and local and state agencies to promote the program and build connections to industry.
- Plan, develop, and implement programming to work directly with parents of participants and educate them on workforce opportunities, available financing, including FAFSA completion, and educational opportunities for their children.
- Plan, develop, and implement strategies to reach high school graduates who have not obtained a higher education certificate, diploma, or degree and assist them in obtaining post-high school certification.
- Maintain accurate and complete records of participant interactions, events, and all other work assignments, including a monthly success report.
- Prepare reports on students and activities, as required, including a data-tracking mechanism to monitor college and career readiness levels per student.



- Collaborate with K-12 and CTE guidance counselors to develop and implement a K-12 career readiness counseling program, as desired by the school district.
- Perform other duties as assigned.

Skills & Abilities:

- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Verbal Communication - Ability to communicate effectively with others using the spoken word.
- Technical – Ability to develop and maintain databases.
- Customer Oriented - Ability to take care of the customers’ needs while following company procedures.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Enthusiastic - Ability to bring energy to the performance of a task.
- Presentation Skills - Ability to effectively present information publicly.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Flexibility – Ability to change course, as needed, with a good attitude.
- Honesty & Integrity - Ability to be truthful and seen as credible in the workplace.
- Decision Making - Ability to make critical decisions while following company procedures.
- Team Builder - Ability to convince a group of people to work toward a goal.
- Team Player- Ability to work well with others to achieve desired goals.

Qualifications:

Education: Bachelor’s Degree, or equivalent experience

Experience: Three to five years related experience preferred

Background Check: Must be able to pass the school district’s background check.

Computer Skills:

Strong computer skills in Microsoft Word and Excel and the ability to learn new software packages.

Certificates & Licenses:

None required

Other Requirements:

Must be self-motivated and have the ability to multi-task and work unsupervised. Must have strong communication skills and exhibit “people-friendly” qualities that include having an outgoing, friendly, and empathetic character.

Mandatory attendance at all functions and professional development events prioritized for career coaches by the Jackson County Chamber of Commerce, the Jackson County Economic Development Foundation, The United Way for Jackson and George Counties, and AccelerateMS.

Employee Signature: _____ Date: _____



Grant Administrator Signature: _____ Date: