
College and Career Coach

TITLE: College and Career Coach

REPORTS TO: School Principal

SUPERVISES: N/A

JOB FUNCTION: This position provides support, leadership and guidance to students, families, teachers, counselors and administrators to ensure each student graduates on time and is prepared for career and college.

DUTIES AND RESPONSIBILITIES:

- Provide guidance to students make more informed and better educational and career choices by providing information on high school course and program offerings, career options, type of academic and occupational training needed to succeed in the workplace, and post-secondary opportunities associated with fields of interest including completion of individualized learning plans or post-secondary plans.
- Provide teachers, administrators and parents/families with information and tools to support students' career exploration and post-secondary educational opportunities.
- Promote career readiness as an integral component to college readiness and promote both 2- and 4-year post-secondary options.
- Work with teachers to incorporate and promote career/college readiness goals in classroom instruction for all students.
- Coordinate and oversee programs/activities to educate parents/families of all students on career/college readiness topics including, but not limited to, high school academic offerings, career exploration, post-secondary application processes, post-secondary financial resources.
- Coordinate special programs/activities to introduce all students (including feeder middle school students) to high school course and program offerings, career options and post-secondary options.
- Serve as school liaison to district offices on matters relating to college and career readiness and collaborate with district staff in the development, implementation, and evaluation of a structured Pre K-12 college and career readiness/awareness program.

College and Career Coach

- Maintain knowledge of and provide leadership on graduation requirements and KY career and technical education pathways.
- Maintain awareness of and provide leadership on issues and trends in post-secondary admissions, higher education entrance exams, scholarship and financial aid programs.
- Provide increased accountability by tracking, assessing, analyzing and reporting data to monitor student success. Support data and reporting needs.
- Provide consistent emphasis on and support for post-secondary and career exploration and preparation through both formal and informal student events and activities.
- Work with faculty, staff, and students to develop and implement formal and informal student events and activities that enhance a college and career school culture.
- Provide professional learning for administrators, teachers, and counselors on career awareness, career preparation, and academic integration.
- Remain aware of District and community needs and initiate activities to meet those identified needs.
- Establish and maintain cooperative relationships with parents and the community to support District goals and program objectives.
- Attends district level meetings upon request.
- Maintains regular attendance
- Performs other duties as assigned.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

College and Career Coach

KNOWLEDGE AND ABILITIES:

- Working knowledge of college and career readiness and preparation.
- Working knowledge of curriculum, instruction, and assessment.
- Ability to produce, analyze, interpret, and summarize data.
- Ability to interpret policy and procedures.
- Demonstrate effective organizational skills and project management
- Ability to evaluate programs and practices and develop short and long term plans.
- Knowledge and understanding of counseling programs.
- Ability to establish and maintain effective working relationships with multiple audiences including faculty, staff, students, families, post-secondary institutions and business/industry professionals.
- Ability to communicate effectively, both orally and in writing.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Education or related field (required)
- Master's Degree in related field (preferred)
- Minimum of three years of experience in education, business/nonprofit operations, career services and/or career services
- Experience as a teacher, counselor or school administrator in middle or high school (preferred)

LICENSES AND OTHER REQUIREMENTS:

- Kentucky Teaching or Counselor Certificate (preferred)

Original Date: June 2016