TITLE: **Ignite Institute College and ~~Career Pathways~~ Internship Coach – ~~High School~~**

QUALIFICATIONS:

1. Possess a valid Kentucky Teaching Certificate and three years successful teaching experience (secondary level desired) with an emphasis on demonstrated success in providing scholar support & building strong relationships with scholars.
2. Experience in the Career and Technical Education field, business, industry, or secondary to post-secondary education transition preferred.
3. Excellent analytical skills; experience with data collection
4. Strong organizational and time management skills
5. Strong oral and written communication skills
6. Good computer skills with a variety of programs and software, specifically the ability to create word processing and desktop publishing documents, spreadsheets and databases
7. Ability to work independently with little direction
8. Good interpersonal skills; ability to be a team player and to promote positive public relations on behalf of the school, scholars and parents.

REPORTS TO:    Ignite Institute Principal, or designee ~~or Director of Secondary Teaching and Learning or Director of Innovative Programming~~

JOB GOAL: Provide individual guidance and support pertaining to the scholar’s personal, educational and occupational development and to make guidance and counseling services available to all scholars, providing for each scholar's individual needs depending on his/her abilities and interests. Ensure the IGNITE Institute program provides scholars the opportunity to be transition ready and prepared for the 21st century economy.

PERFOFMANCE RESPONSIBILITIES:

1. Provide college and careercounseling and guidance activities/services for scholars through individual or group settings as needed
2. Work with the Ignite Institute ~~assigned high school~~ to gather initial data, support collection of qualitative and quantitative evidence concerning scholar academic achievement, ~~college and/or career~~ transition readiness as determined by KDE KPREP guidelines and college and business and industry needs for scholars/employees
3. Support the Ignite Institute ~~school based~~ leadership team to monitor and/or create career pathways, partnerships with area technical colleges and other postsecondary organizations, partnerships with area business/industry, and application of resources for scholars to ensure proper scholar transition to college, career, and work.
4. Provide appropriate materials and information using various forms of communication to scholars and parents to assist in proper course selection and placement.
5. Assists scholars in planning their total academic programs – including the implementation of the Individual Learning Plan for each scholar from their transition from middle school to post-secondary education, military, or career field options upon graduation from high school.

1. Monitor scholar progress towards completion of Individualized Learning Plan and meet with each scholar annually about their ILP.
2. Develop and monitor work based learning programs to include meeting with businesses, intern placement and intern paperwork compliance
3. Provide referral services to assist parents and scholars in securing needed services from various school and community agencies as related to college and career needs – for example, shadowing, mentorship, or internship experiences.
4. Be available to scholars and parents for conferences both during and outside the instructional day.
5. Provide various workshops for scholars and parents pertaining but not limited to topics such as FAFSA, college application process, scholarships, and employment skills (interviewing, applications).
6. Provide recommendations to colleges, post-secondary schools and employers.
7. Work with school counselors to provide scholarship and financial aid information to scholars and families.
8. Assist the middle and high school counselors with scholar recruitment and pre-registration orientation at the middle school.
9. Under the supervision of the principal and guidance counselors conduct pre-registration and scholar scheduling activities.
10. Attend staff and business meetings and serve on staff committees as required.
11. Perform other related activities necessary to meet the college and career related needs of the scholar.
12. Perform other related duties as assigned by the immediate supervisor.

TERMS OF EMPLOYMENT:

* Salary: Boone County Salary Schedule plus Boone County Index
* 207 Days
* Board Approved ~~11/12/2015~~