

SCHOOL DISTRICT OF BAKER COUNTY

CAREER COACH

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Florida Educator's Teacher Certificate.
- (3) Satisfactory criminal background check and drug screening.
- (4) Minimum of 3 years of successful teaching experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child development and especially of characteristics of children in the age group assigned. Knowledge of current educational research. Basic understanding and knowledge of use of current technology in the field. Knowledge of varied learning styles and skill in using varied methods to assist students with different learning styles. Knowledge and skill in crisis prevention, intervention and arbitration techniques. Knowledge of and skill in career counseling. Knowledge of student referral procedures for special assistance. Knowledge of graduation requirements, college admission requirements, scholarship opportunities for students, requirements for Florida Academic Scholars and Gold Seal Programs. Skill in oral and written communication with students, parents, and others. Ability to plan and implement activities for maximum effectiveness. Ability to assess levels of student ability and achievement effectively, administer a variety of standardized tests, analyze and explain test results and prescribe actions for improvement. Ability to work effectively with students, peers, administrators, community agencies, parents and others.

REPORTS TO:

Director, Career and Adult Education

JOB GOAL

To provide a comprehensive career education program that assists all secondary students in acquiring the skills and knowledge to maximize highest student achievement in a safe learning environment.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Provides a coordinating effort in implementing and maintaining a career development program.
- (2) Establishes, maintains, and updates career materials and information for students.
- (3) Implement, coordinate, and monitor school-wide activities that deal with Career Education.
- (4) Organize and create an environment for an effective career counseling education program.
- (5) Demonstrate knowledge of theories, techniques, and instruments used for career assessment.
- (6) Administer tests, interpret scores, and communicate results.
- (7) Exercise confidentiality in the sharing of test results.
- (8) Assess attainment of program objectives, including using feedback from students, parents, and staff.
- (9) Counsels individual and/or small groups of students with academic, career and personal concerns.

CAREER COACH (Continued)

- (10) Assists students in developing a plan for achieving educational, career and personal/social goals.
- (11) Guides individuals/groups of students through the development of educational plans, career awareness and personal/social growth issues.
- (12) Develop transitional services by orienting students and their parents in transitioning to post-secondary education, military, apprenticeships, or military after graduation.
- (13) Provide students with programs for career awareness and development of work/study skills.
- (14) Develop with each student (at the secondary level) a comprehensive educational/career plan which targets high school completion, exploration and requirements of postsecondary opportunities, criteria for scholarships, and financial aid information.
- (15) Use appropriate technology for career services.
- (16) Maintains rapport with the business community to keep abreast of their activities and needs.
- (17) Serve as an advocate for students.
- (18) Provide information and/or in-service to teachers, administrators, and other school staff about career education.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.
May be required to restrain a physically active individual as a temporary safety measure.

TERMS OF EMPLOYMENT:

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

EVALUATION:

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