



STATE OF ALABAMA
DEPARTMENT OF EDUCATION




Eric G. Mackey, Ed.D.
State Superintendent of Education

July 28, 2021

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey 
State Superintendent of Education

SUBJECT: Fiscal Year (FY) 2022 Allocations for Career Coaches

This correspondence is to inform you of the Career and Technical Education (CTE) career coach allocations for FY 2022 in the amount of \$86,188.00. This allocation includes salaries and benefits in the amount of \$65,140.00, Other Current Expense (OCE) in the amount of \$20,702.00, and classroom instructional supply funds in the amount of \$1,458.00.

Each local education agency (LEA) highlighted in the attachment will serve as the fiscal agent for either one or two coaches. If the fiscal agent is sharing a coach, the partner LEAs are listed below the fiscal agent. If no other LEAs are listed, the coach will serve only the highlighted schools in your LEA. The expectation is to have a career coach in each high school in the state at least one day a week.

The funds have been listed as an additional CTE director in your unit report; however, this allocation funds the salary and benefits and all classroom instructional support funds for one or multiple career coaches. These allocations are 100 percent state funds and should be budgeted and expended using Revenue and Fund Source 1110 and Object Code 112. Funds must be expended by September 30, 2022. Any unused funds will revert back to the Alabama State Department of Education. The additional FY 2022 CTE funds will be sent monthly with the state funds electronic transfer beginning October 2021 through September 2022.

A copy of a sample Career Coach Job Description and a list of fiscal agents/partner LEAs are attached. If you are the fiscal agent, you are expected to partner with the LEAs sharing the career coach in all aspects of the employment process. If you have any questions, please contact Mrs. Nancy Prine, Education Administrator, by telephone at 334-694-4747 or by email at nancy.prine@alsde.edu or Mr. Sean J. Stevens, Program Coordinator, by telephone at 334-694-4768 or by email at sstevens@alsde.edu.

EGM:JH:JB

Attachments

cc: City and County Chief School Financial Officers
City and County Career and Technical Education Directors
Ms. Angela Martin
Mr. Andy Craig
Dr. Jimmy Hull
Mr. Barry Kachelhofer
Mr. Ethan Taylor
Mr. Sean J. Stevens
Mrs. Jennifer Burt
Mrs. Nancy Prine
Mrs. Cathy Lankford

FY21-2092

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**Career Coach Allocations
2021-2022**

System(s) Served	Number of Career Coaches
Albertville City	1
Boaz City	
Guntersville City	1
Arab City	
Baldwin County	2
Gulf Shores City	1
Baldwin County	
Blount County	2
Oneonta City	
Calhoun County	2
Piedmont City	1
Jacksonville City	
Cherokee County	2
Chilton County	2
Cleburne County	1
Oxford City	
Anniston City	
Cullman County	2
Cullman City	
Dallas County	1
Selma City	
Dekalb County	2
Ft. Payne City	

System(s) Served	Number of Career Coaches
Decatur City	1
Hartselle City	
Russell County	1
Phenix City	
Shelby County	2
Pelham City	0.5
Alabaster City	0.5
Colbert County	1
Sheffield City	
Muscle Shoals City	1
Florence City	
Tuscumbia City	
Franklin County	2
Russellville City	
Winston County	2
Haleyville City	
Marion County	2
Marshall County	1
Jackson County	2
Scottsboro City	
Tuscaloosa County	2
Tuscaloosa City	1
Bibb County	1

System(s) Served	Number of Career Coaches
Autauga County	1
Butler County	1
Conecuh County	
Lowndes County	1
Pike Road City	
Elmore County	1
Crenshaw County	1
Opp City	1
Andalusia City	
Macon County	1
Bullock County	
Tallassee City	
Marengo County	1
Linden City	
Monroe County	2
Wilcox County	
Escambia County	1
Brewton City	
Coffee County	1
Elba City	
Pike County	1
Troy City	
Enterprise City	1

System(s) Served	Number of Career Coaches
Etowah County	2
Attalla City	
Gadsden City	
Jefferson County	3
Birmingham City	2
Fairfield City	1
Bessemer City	
Midfield City	
Tarrant City	1
Vestavia Hills City	
Mountain Brook City	
Hoover City	1
Homewood City	1
Leeds City	1
Trussville City	
Lauderdale County	2
Lawrence County	1
Limestone County	2
Athens City	
Madison County	2
Madison City	1
Huntsville City	2
Morgan County	2

System(s) Served	Number of Career Coaches
Demopolis City	1
Hale County	
Perry County	1
Fayette County	1
Winfield City	
Lamar County	1
Pickens County	1
Greene County	
University Charter	1
Sumter County	
Walker County	2
Jasper City	
St. Clair County	2
Pell City	0.5
Roanoke City	1
Clay County	
Randolph County	1
Talladega County	2
Sylacauga City	1
Talladega City	
Tallapoosa County	1
Alexander City	1
Coosa County	
Montgomery County	2

System(s) Served	Number of Career Coaches
Houston County	2
Eufaula City	1
Barbour County	
Lee County	2
Chambers County	1
Lanett City	
Auburn City	1
Opelika City	
Clarke County	1
Choctaw County	
Thomasville City	
Washington County	2
Dale County	1
Daleville City	1
Ozark City	
Covington County	1
Geneva County	1
Geneva City	
Henry County	1
Dothan City	
Mobile County	3
Saraland City	1
Satsuma City	
Chickasaw City	1
ACCELL Academy	

CAREER COACH SAMPLE JOB DESCRIPTION

2021-2022 School Year

QUALIFICATIONS

- ◆ **Required:** Bachelor's degree in education, marketing, communication, or related field.
- ◆ **Required:** Ability to pass background check.
- ◆ **Preferred:** Experience working in industry.
- ◆ Pleasing personality, enthusiastic, positive attitude, evidence of trustworthiness; knowledge in business and industry; and effective human relations skills.

PREFERRED KNOWLEDGES, SKILLS, AND ABILITIES

- ◆ Effective oral and written communication skills.
- ◆ Knowledge of what it takes to be successful in the world of work.
- ◆ Knowledge of Alabama Achieves Strategic Plan.
- ◆ Knowledge of current employment trends.

DUTIES

- ◆ Represent the Career Coach Program in local high schools and conduct public relations efforts to promote CTE programs.
- ◆ Provide career development guidance for high school students with emphasis on technical programs.
- ◆ Plan and implement student recruitment activities for technical programs.
- ◆ Assist elementary and secondary students with career exploration activities and career assessments.
- ◆ Assist students with admissions, financial aid, and registration procedures for college admission.
- ◆ Provide information to students and their families regarding career choices.
- ◆ Conduct classroom presentations promoting college and career programs and activities.
- ◆ Provide students with information regarding the current job market and trends in career choices.
- ◆ Schedule and attend college campus tours and industry tours with high school students.
- ◆ Coordinate job shadowing opportunities for students.
- ◆ Maintain ongoing database of students and classrooms where services are offered.
- ◆ Comply with all policies of the LEA and the Alabama State Department of Education.

SALARY (10-Month Contract)

Salary & Benefits

\$65,140.00