



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



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

July 11, 2022

Alabama
State Board
of Education

MEMORANDUM

TO: City and County Superintendents of Education

Governor Kay Ivey
President

FROM: Eric G. Mackey *EGM*
State Superintendent of Education

Jackie Zeigler
District I

SUBJECT: Fiscal Year (FY) 2023 Allocations for Career Coaches

Tracie West
District II

This correspondence is to inform you of the Career and Technical Education (CTE) career coach allocations for FY 2023 in the amount of \$93,191.00. This allocation includes salaries and benefits in the amount of \$70,358.00, Other Current Expense (OCE) in the amount of \$21,175.00, and classroom instructional supply funds in the amount of \$1,658.00. This allocation funds the salary and benefits and all classroom instructional support funds for one or multiple career coaches.

Stephanie Bell
District III

An updated copy of a sample Career Coach Job Description and a list of local education agencies (LEA) receiving a new career coach allocation during FY 2023 are attached. These allocations are 100 percent state funds and should be budgeted and expended using Revenue and Fund Source 1281 and Object Code 112. LEAs who earned one or more career coach allocations prior to FY 2023 will find the funds listed as an additional CTE director in the [FY2023 LEA Unit Breakdown Report](#). The additional FY 2023 CTE funds will be sent monthly with the state funds electronic transfer beginning October 2022 through September 2023. Any unused funds not expended by September 30, 2023, will revert back to the Alabama State Department of Education.

Yvette M. Richardson, Ed.D.
District IV
Vice President

If you have any questions, please contact Dr. Jimmy Hull, Assistant State Superintendent, by telephone at 334-694-4767 or by email at jimmy.hull@alsde.edu or Mr. Sean J. Stevens, Program Coordinator, by telephone at 334-694-4768 or by email at sstevens@alsde.edu.

Tonya S. Chestnut, Ed.D.
District V

EGM:JH:SJS

Cynthia McCarty, Ph.D.
District VI

Attachments

Belinda McRae
District VII

cc: City and County Chief School Financial Officers
City and County Career and Technical Education Directors
Mrs. Angela Martin
Dr. Brandon T. Payne
Dr. Jimmy Hull
Dr. Elisabeth Davis
Mr. Barry Kachelhofer
Mr. Ethan Taylor
Mr. Sean J. Stevens
Ms. Dawn Morrison
Mr. Ken Sealy
Mrs. Cathy Lankford

Wayne Reynolds, Ed.D.
District VIII
President Pro Tem

Eric G. Mackey, Ed.D.
Secretary and
Executive Officer

FY22-2062

CAREER COACH SAMPLE JOB DESCRIPTION

2022-2023 School Year

QUALIFICATIONS

Required: Bachelor's degree in education, marketing, communication, or related field. In addition, the career coach must have the ability to pass a background check.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Experience working in industry **preferred**.
- ◆ Pleasing personality, enthusiastic, positive attitude, evidence of trustworthiness; knowledge in business and industry; and effective human relations skills.
- ◆ 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 schools and conduct public relations efforts to promote CTE programs.
- ◆ Possess a working knowledge of the Alabama Career Development Model and assist with its implementation.
- ◆ Provide career development guidance for middle and high school students with emphasis on technical programs.
- ◆ Plan and implement student recruitment activities for technical programs.
- ◆ Possess a working knowledge of the Alabama Career Planning System and assist with its implementation in elementary, middle, and high schools.
- ◆ Assist elementary and secondary students with career exploration activities and career assessments.
- ◆ Assist students with college admissions, financial aid—including FAFSA—and registration procedures.
- ◆ Provide information to educators, students, and their families regarding the current job market and career choices.
- ◆ Conduct classroom presentations promoting college and career programs and activities.
- ◆ Schedule and attend college campus tours and industry tours with students.
- ◆ Assist with coordinating job shadowing and other work-based learning opportunities for students.
- ◆ Maintain ongoing database of career coach services available and submit reports of completed activities.
- ◆ Comply with all policies of the LEA and the Alabama State Department of Education.

SALARY (10-Month Contract)

Salary & Benefits

\$70,358.00

FY 2023 New Career Coach Allocations

SCHOOL SYSTEM	NUMBER OF CAREER COACHES
Acceleration Day and Evening Academy	1
Alabaster City	0.5
Andalusia City	1
Anniston City	1
Arab City	1
Athens City	1
Attalla City	1
Barbour County	1
Bessemer City	1
Boaz City	1
Breakthrough Charter School	1
Brewton City	1
Bullock County	1
Choctaw County	1
Clay County	1
Conecuh County	1
Coosa County	1
Cullman City	1
Dothan City	1
Elba City	1
Florence City	1
Fort Payne City	1
Gadsden City	1
Geneva City	1
Greene County	1
Hale County	1
Haleyville City	1
Hartselle City	1
Jacksonville City	1
Jasper City	1
Jefferson County	1
Lanett City	1
Linden City	1
Magic City Acceptance Academy	1
Midfield City	1
Mountain Brook City	1
Oneonta City	1
Opelika City	1
Orange Beach City	1
Oxford City	1
Ozark City	1
Pelham City	0.5
Pell City	0.5
Phenix City	1
Pike Road City	1
Russellville City	1
Satsuma City	1
Scottsboro City	1
Selma City	1
Sheffield City	1
Sumter County	1
Talladega City	1
Tallassee City	1
Thomasville City	1
Troy City	1
Trussville City	1
Tuscumbia City	1
Vestavia Hills City	1
Wilcox County	1
Winfield City	1
TOTAL	58.5