

# CAREER COACH

QUALIFICATIONS	<ul style="list-style-type: none"> <li>◆ Bachelor’s degree in education, marketing, communication or related field required</li> <li>◆ Experience working in industry preferred</li> <li>◆ Pleasing personality; enthusiastic. Positive attitude, evidence of trustworthiness; knowledge in business and industry; effective human relations skills</li> <li>◆ Required: ability to pass background check</li> </ul>
PREFERRED KNOWLEDGES, SKILLS, AND ABILITIES	<ul style="list-style-type: none"> <li>◆ Effective oral and written communication skills</li> <li>◆ Knowledge of what it takes to be successful in the world of work</li> <li>◆ Knowledge of College and Career Readiness Standard/Plan 2020</li> <li>◆ Knowledge of current employment trends i</li> </ul>
DUTIES	<ul style="list-style-type: none"> <li>◆ Represent the Career Coach Program in local high school and conduct public relations efforts to promote the CTE programs</li> <li>◆ Provide career development guidance for high school student with emphasis on technical programs</li> <li>◆ Plan and implement student recruitment activities for technical programs</li> <li>◆ Assist prospective students with career exploration activities and career assessments</li> <li>◆ Assist prospective students with admissions and financial aid and resignation procedures of college</li> <li>◆ Provide guidance to students regarding career choices</li> <li>◆ Conduct high school classroom presentation promoting college and career programs and activities</li> <li>◆ Provide prospective student with information regarding the current job market trends in career choices</li> <li>◆ Schedule and attend college campus tours and industry tours with high school students</li> <li>◆ Coordinate job shadowing opportunities for students</li> <li>◆ Maintain ongoing database of students and classrooms that services are offered</li> <li>◆ Comply with all policies of the LEA and the State Department of Education</li> </ul>