



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



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

September 11, 2024

MEMORANDUM

TO: City and County Superintendents of Education

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

SUBJECT: Fiscal Year (FY) 2025 Allocations for Career Coaches

Career and Technical Education (CTE) career coach allocations for FY 2025 will be funded in the amount of \$102,168.00. This allocation includes salaries and benefits in the amount of \$75,185.00, Other Current Expense (OCE) in the amount of \$25,225.00, and classroom instructional supply funds in the amount of \$1,758.00.

An updated copy of a sample Career Coach Job Description and a list of local education agencies (LEA) career coach allocations, including new career coach allocations for FY 2025 and each career coach allocation funding method, are attached. Funds for foundation-program-funded career coach allocations are listed on the attached list of career coach allocations and listed as an additional CTE director in the [FY 2025 LEA Unit Breakdown report](#). Funds for foundation-program-funded career coaches will be sent monthly with the state funds electronic transfer beginning October 2024 through September 2025 and should be budgeted and expended using Revenue and Fund Source 1110. Funds for Career and Technical Initiative-funded career coach allocations will be funded via a Memorandum of Agreement on a reimbursement basis and should be budgeted and expended using Revenue and Fund Source 1284. Any unused funds not expended by September 30, 2025, will revert back to the Alabama State Department of Education.

If you have any questions, please contact Mr. Mark McGhee, Education Administrator, by telephone at 334-694-4850 or by email at mark.mcghee@alsde.edu.

EGM:MM

Attachments

- cc: City and County Chief School Financial Officers
City and County Career and Technical Education Directors
Mrs. Angela Martin
Dr. Brandon T. Payne
Mr. Dodd Hawthorne
Ms. Dawn Morrison
Mrs. Lynn Shows
Mrs. Nancy Smith
Mr. Ethan Taylor

FY24-2082

Alabama
State Board
of Education

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Alabama Career Coach

2024-2025 SAMPLE JOB DESCRIPTION

QUALIFICATIONS

Required:

- Bachelor's Degree
- Ability to pass a background check

Preferred:

- Experience working in business/industry
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KNOWLEDGE, SKILLS, AND ABILITIES

- 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 current employment trends.
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DUTIES

- Represent the Career Coach Program in local schools and conduct public relations efforts to promote Career and Technical Education programs.
 - Possess a working knowledge of the Alabama Career Development Model and assist with its implementation in Grades K-12.
 - Provide career development guidance for students in Grades K-12 with emphasis on Career and Technical Education programs.
 - Plan and implement student recruitment activities for Career and Technical Education programs.
 - Possess a working knowledge of the Alabama Career Planning System and the Alabama Talent Triad assist with its implementation in Grades K-12.
 - Assist students in Grades K-12 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 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.
 - Assist LEA with College and Career Readiness initiatives.
 - Engage community partners including the local Chamber of Commerce, Economic Development Board, and postsecondary institutions.
 - Participate in Regional Workforce Council meetings and events.
 - Comply with all policies of the LEA and the Alabama State Department of Education.
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REPORTS TO

- Career and Technical Education Director

| LEA | Total LEA Career Coach Allocation | FY25 Funding Method | | Additional for FY25 (Included in total LEA allocation column) |
|--------------------------------|-----------------------------------|---------------------|-------------------------------------|--|
| | | Foundation Funded | Career Tech Initiative / MOA Funded | |
| Alabama Aerospace and Aviation | 1 | | 1 | |
| Alabaster City | 2 | 0.67 | 1.33 | |
| Albertville City | 1 | 1 | | |
| Alexander City | 1 | 1 | | |
| Andalusia City | 1 | | 1 | |
| Anniston City | 1 | | 1 | |
| Arab City | 1 | | 1 | |
| Athens City | 1 | | 1 | |
| Attalla City | 1 | | 1 | |
| Auburn City | 2 | 1 | 1 | |
| Autauga County | 2 | 1 | 1 | |
| Baldwin County | 6 | 2 | 4 | |
| Barbour County | 1 | | 1 | |
| Bessemer City | 1 | | 1 | |
| Bibb County | 1 | 1 | | |
| Birmingham City | 4 | 2 | 2 | |
| Blount County | 3 | 2 | 1 | |
| Boaz City | 1 | | 1 | |
| Breakthrough Charter School | 1 | | 1 | |
| Brewton City | 1 | | 1 | |
| Bullock County | 1 | | 1 | |
| Butler County | 2 | 1 | 1 | 1 |
| Calhoun County | 3 | 2 | 1 | |
| Chambers County | 1 | 1 | | |
| Cherokee County | 2 | 2 | | |
| Chickasaw City | 1 | 1 | | |
| Chilton County | 4 | 2 | 2 | 1 |
| Choctaw County | 1 | | 1 | |
| Clarke County | 1 | 1 | | |
| Clay County | 1 | | 1 | |
| Cleburne County | 1 | 1 | | |
| Coffee County | 2 | 1 | 1 | 1 |
| Colbert County | 2 | 1 | 1 | 1 |
| Conecuh County | 1 | | 1 | |
| Coosa County | 1 | | 1 | |
| Covington County | 2 | 1 | 1 | 1 |
| Crenshaw County | 2 | 1 | 1 | 1 |
| Cullman City | 1 | | 1 | |

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|-------------------|-----------------------------------|---------------------|-------------------------------------|--|
| | | Foundation Funded | Career Tech Initiative / MOA Funded | |
| Cullman County | 4 | 2 | 2 | 1 |
| Dale County | 2 | 1 | 1 | 1 |
| Daleville City | 1 | 1 | | |
| Dallas County | 2 | 1 | 1 | 1 |
| Decatur City | 2 | 1 | 1 | |
| Dekalb County | 4 | 2 | 2 | 1 |
| Demopolis City | 1 | 1 | | |
| Dothan City | 2 | | 2 | |
| Elba City | 1 | | 1 | |
| Elmore County | 2 | 1 | 1 | |
| Enterprise City | 2 | 1 | 1 | |
| Escambia County | 2 | 1 | 1 | 1 |
| Etowah County | 4 | 2 | 2 | 1 |
| Eufaula City | 2 | 1 | 1 | 1 |
| Fairfield City | 1 | 1 | | |
| Fayette County | 1 | 1 | | |
| Florence City | 1 | | 1 | |
| Fort Payne City | 1 | | 1 | |
| Franklin County | 3 | 2 | 1 | 1 |
| Gadsden City | 1 | | 1 | |
| Geneva City | 1 | | 1 | |
| Geneva County | 2 | 1 | 1 | 1 |
| Greene County | 1 | | 1 | |
| Gulf Shores City | 1 | 1 | | |
| Guntersville City | 1 | 1 | | |
| Hale County | 1 | | 1 | |
| Haleyville City | 1 | | 1 | |
| Hartselle City | 1 | | 1 | |
| Henry County | 1 | 1 | | |
| Homewood City | 1 | 1 | | |
| Hoover City | 3 | 1 | 2 | |
| Houston County | 3 | 2 | 1 | |
| Huntsville City | 5 | 2 | 3 | |
| i3 Academy | 1 | | 1 | 1 |
| Jackson County | 3 | 2 | 1 | 1 |
| Jacksonville City | 1 | | 1 | |
| Jasper City | 1 | | 1 | |
| Jefferson County | 7 | 3 | 4 | |

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|-------------------------------|-----------------------------------|---------------------|-------------------------------------|--|
| | | Foundation Funded | Career Tech Initiative / MOA Funded | |
| Lamar County | 1 | 1 | | |
| Lanett City | 1 | | 1 | |
| Lauderdale County | 4 | 2 | 2 | 1 |
| Lawrence County | 2 | 1 | 1 | 1 |
| LEAD Academy | 1 | 1 | | |
| Lee County | 3 | 2 | 1 | |
| Leeds City | 1 | 1 | | |
| Limestone County | 4 | 2 | 2 | 1 |
| Linden City | 1 | | 1 | |
| Lowndes County | 1 | 1 | | |
| Macon County | 1 | 1 | | |
| Madison City | 3 | 1 | 2 | |
| Madison County | 5 | 2 | 3 | 1 |
| MAEF Public Charter Schools | 1 | | 1 | |
| Magic City Acceptance Academy | 1 | | 1 | |
| Marengo County | 1 | 1 | | |
| Marion County | 3 | 2 | 1 | 1 |
| Marshall County | 2 | 1 | 1 | 1 |
| Midfield City | 1 | | 1 | |
| Mobile County | 9 | 3 | 6 | |
| Monroe County | 2 | 2 | | |
| Montgomery County | 5 | 2 | 3 | |
| Morgan County | 3 | 2 | 1 | |
| Mountain Brook City | 1 | | 1 | |
| Muscle Shoals City | 1 | 1 | | |
| Oneonta City | 1 | | 1 | |
| Opelika City | 1 | | 1 | |
| Opp City | 1 | 1 | | |
| Orange Beach City | 1 | | 1 | |
| Oxford City | 1 | | 1 | |
| Ozark City | 1 | | 1 | |
| Pelham City | 1 | 0.33 | 0.67 | |
| Pell City | 1 | 0.5 | 0.5 | |
| Perry County | 1 | 1 | | |
| Phenix City | 2 | | 2 | |
| Pickens County | 1 | 1 | | |
| Piedmont City | 1 | 1 | | |
| Pike County | 1 | 1 | | |

| LEA | Total LEA Career Coach Allocation | FY25 Funding Method | | Additional for FY25 (Included in total LEA allocation column) |
|---------------------------|-----------------------------------|---------------------|-------------------------------------|--|
| | | Foundation Funded | Career Tech Initiative / MOA Funded | |
| Pike Road City | 1 | | 1 | |
| Randolph County | 1 | 1 | | |
| Roanoke City | 1 | 1 | | |
| Russell County | 1 | 1 | | |
| Russellville City | 1 | | 1 | |
| Saraland City | 1 | 1 | | |
| Satsuma City | 1 | | 1 | |
| Scottsboro City | 1 | | 1 | |
| Selma City | 1 | | 1 | |
| Sheffield City | 1 | | 1 | |
| Shelby County | 5 | 2 | 3 | |
| St. Clair County | 3 | 2 | 1 | |
| Sumter County | 1 | | 1 | |
| Sylacauga City | 1 | 1 | | |
| Talladega City | 1 | | 1 | |
| Talladega County | 4 | 2 | 2 | 1 |
| Tallapoosa County | 2 | 1 | 1 | 1 |
| Tallassee City | 1 | | 1 | |
| Tarrant City | 1 | 1 | | |
| Thomasville City | 1 | | 1 | |
| Troy City | 1 | | 1 | |
| Trussville City | 1 | | 1 | |
| Tuscaloosa City | 2 | 1 | 1 | |
| Tuscaloosa County | 4 | 2 | 2 | |
| Tuscumbia City | 1 | | 1 | |
| University Charter School | 1 | 1 | | |
| Vestavia Hills City | 2 | | 2 | |
| Walker County | 3 | 2 | 1 | |
| Washington County | 2 | 2 | | |
| Wilcox County | 1 | | 1 | |
| Winfield City | 1 | | 1 | |
| Winston County | 2 | 2 | | |