



**ALABASTER CITY SCHOOLS
BOARD OF EDUCATION
JOB DESCRIPTION
CAREER COACH**

JOB TITLE: Career Coach

QUALIFICATIONS: Bachelor's degree required
Ability to pass background check

REPORTS TO: Principal

PREFERRED KNOWLEDGES: Effective oral and written communication skills

SKILLS AND ABILITIES: Knowledge of what it takes to be successful in the world of work
Knowledge of college and career readiness
Knowledge of current employment trends

DUTIES:

1. Provide career development guidance for high school students with emphasis on technical programs.
2. Plan and implement student recruitment activities for technical programs.
3. Assist students with career exploration activities and career assessments.
4. Assist students with admissions to technical programs and application for financial aid.
5. Provide guidance to students regarding career choices.
6. Conduct high school classroom presentations promoting career programs and activities.
7. Provide students with information regarding the current job market trends in career choices.
8. Coordinate job shadowing opportunities for students.
9. Comply with all policies of Alabaster City Schools and the State Department of Education.

TERMS OF EMPLOYMENT: Nine, ten, eleven, or twelve month contract.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

SALARY: Appropriate placement on current salary schedule.