

**Trussville City Schools**  
**Job Description**

**POSITION TITLE:** Career Coach (10 Month)

**QUALIFICATIONS:** 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.

**PERFORMANCE RESPONSIBILITIES:**

1. Represent the Career Coach Program in local schools and conduct public relations efforts to promote CTE programs.
2. Possess a working knowledge of the Alabama Career Development Model and assist with its implementation.
3. Provide career development guidance for middle and high school students with emphasis on technical programs.
4. Plan and implement student recruitment activities for technical programs.
5. Possess a working knowledge of the Alabama a Career Planning System and assist with its implementation in elementary, middle and high schools.
6. Assist elementary and secondary students with career exploration activities and career assessments.
7. Assist students with college admissions, financial aid – including FAFSA- and registration procedures.
8. Provide information to educators, students, and their families regarding the current job market and career choices.
9. Conduct classroom presentations promoting college and career programs and activities.
10. Schedule and attend college campus tours and industry tours with students.
11. Assist with coordinating job shadowing and other work+-based learning opportunities for students.
12. Maintain ongoing database of career coach services available and submit reports of completed activities.
13. Comply with all policies of the LEA and the Alabama State Department of Education.

Board Approved: July 25, 2022