

TRUSSVILLE CITY SCHOOLS

Job Description

Position Title: College & Career Coach

Qualifications: Degree in Sociology or Social Work

Job Goal: The College & Career Coach will provide assistance to all high school students, individually and in groups, regarding college and career readiness, post high school graduation planning; identifying and resolving barriers to graduation; and facilitating career choices and planning. The College and Career coach will be involved with middle school students in developing their 4 year plan.

Reports to: High School Principal

Evaluation: Trussville City Schools Board of Education Personnel Evaluation Plan

Performance Responsibilities:

1. Knowledge of student academic growth and development applicable to the grade level assigned.
2. Knowledge of school's program of studies related to mission, goals and organization.
3. Ability to apply knowledge of current research and theory to instructional programs.
4. Ability to establish and maintain effective relationships with students, parents and peers.
5. Skilled and effective in oral and written communication.
6. Recommend intervention strategies to increase the likelihood that students will stay in school and graduate prepared to work or continue their education.
7. Work with students to develop a graduation and achievement plan to include the best program to meet academic and post-secondary goals.
8. Provide support and outreach to parents as applicable.
9. Assist freshman students as needed with 9th grade transition.
10. Works with secondary administrators to locate "no show" students at the beginning of each semester.
11. Work in conjunction with Central Office leadership in providing professional development for faculty, services for students, and programs for parents.
12. Adheres to federal, state, local, and Board rules and regulations.
13. Coordinates with the counseling department on student athletes and advises on NCAA scheduling.
14. Assists counselors with Exit conferences to discourage students from dropping out
15. Assumes other reasonable and equitable job-related duties as assigned by the Principal

Board Approved: February 24, 2015

Amended: