



Homewood City Schools

450 Dale Avenue Homewood, Alabama 35209 (205) 870-4203

Please Post

POSITION ANNOUNCEMENT

May 25, 2021

JOB CLOSING

June 8, 2021

The Homewood City Board of Education is accepting applications for

Career Coach Specialist

SALARY

Salary will be based on experience and qualifications.
Salary will follow the 240-day Extended Year schedule.

Applicants should be certified in teaching and in school counseling. External applicants may obtain an application at <http://www.homewood.k12.al.us>. Internal applicants should only submit a letter of interest and a current resume.

Letters of interest and resumes may be submitted to:

Dr. John Lowry
Director of Academic Programs and Services
jlowry@homewood.k12.al.us

It is the policy of the Board that no person in this district shall, on the basis of race, sex, religion, belief, national origin, age, disability, ethnicity, sexual orientation, gender identity, and/or any personal characteristic(s), or an affiliation with the Boy Scouts of America, be denied the benefits of, or be subject to discrimination in any education program or activity. This includes employment, retention, and promotion.

Homewood City Schools
Career Coach Specialist
Role Description

POSITION TITLE: Career Coach Specialist

JOB GOAL: Provide career development guidance for K-12 students with emphasis on simulated workplace environments and workplace ready credentials and skills

REPORTS TO: High School Principal/Director of Academic Programs and Services

PERFORMANCE RESPONSIBILITIES:

1. Represent the Career Coach Program in the local schools and conduct public relations efforts to promote the Career and Technical Education programs
2. Plan and implement student recruitment activities for technical programs and simulated workplaces
3. Assist students with career exploration activities and career assessments
4. Assist students with admissions, financial aid, and registration procedures of the two-year colleges and vocational education programs
5. Provide guidance to students regarding career choices
6. Conduct classroom presentations promoting post-secondary career and technical education programs/activities
7. Serve as a resource to the Vocational Education and Rehabilitation Counselor
8. Provide students and staff with information regarding the job market to include current trends, required skills, and forecasts in the market
9. Schedule and attend tours at two-year colleges, vocational education programs, and industry tours with age-appropriate students
10. Coordinate job shadowing opportunities for students
11. Coordinate the completion of the Free Application for Federal Student Aid (FAFSA) by each high school senior according to state and local guidelines
12. Maintain ongoing database of students and classrooms to which services are offered in order to complete and submit the state's monthly Career Coach report
13. Coordinate the administration of the Career & Technical Education Program to include instructional planning, budgeting, and compliance monitoring of the district's program
14. Facilitate the Work-Based Learning Program
15. Assist with the administration of the ACT WorkKeys as needed
16. Perform other duties as assigned by High School Principal or Director of Academic Programs