

## Job Description

### Title

Career Coach

### Position Type

Part-Time (flexible hours) school year/school hours

Short Term (grant funded-one year program)

### Pay Range

Qualified candidates will earn \$23-25/hour depending on experience and education

### Job Summary

Provide individual and group career counseling to assist high school students to develop required competencies to make informed future career and educational decisions.

### Primary Duties – May include, but not limited to the following:

- Provide leadership in the development and implementation of a comprehensive career education program in multiple high schools
- Recommend and provide direct career education services for a diverse student population in grades K-12, emphasizing development of long-range educational and career plans with older students. Specifically, the Career Coach will:
  - help students explore their interests and abilities through a wide range of career awareness and assessment activities
  - work with school counselors and parents to help students establish appropriate career plan(s) with goals and objectives
  - work with school counselors to assist students in selecting appropriate academic, career and technical education programs to help students reach goals
  - help students find information on post-secondary training and education opportunities and explore non-traditional employment and training
  - educate students about High Priority Occupations and other occupations
- Conduct outreach efforts to businesses, employers and community contacts for presentations/workshops in and out of school
- Maintain effective communication and provide high quality customer service to employers, school administration, students, parents, community members and others involved
- Facilitate and hold career fairs and presentations to expose students to local businesses, colleges, employers, etc.
- Serve as a liaison between school administrators and staff at NTRPDC