

ONEONTA CITY SCHOOLS
Office of the Superintendent
28370 State Highway 75, Oneonta, AL 35121
205-543-1515

JOB POSTINGS for 2022-23 School Year
Posted: August 3, 2022

Title:
Career Coach

Application Closing Date:
Until Filled

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.

Contract Terms: Determined by OCS salary schedule, 10 month contract.

Salary: Salary is based on appropriate step and rank on the approved salary schedule.

Performance Responsibilities: Represent the Career Coach Program in local schools and conduct public relations efforts to promote CTE programs.

Applications are accepted through ALSDE Teach In Alabama website or can be mailed to Oneonta City Schools, Attn: Central Office, 28370 State Highway 75, Oneonta, AL 35121.

Current employees of this system should indicate in writing they wish to be considered for this position and application should be updated. To be considered complete, applications should include a copy of the certification and college transcript.

It is the official policy of the Oneonta City Board of Education not to discriminate on the basis of race, color, disability, sex, religion, creed, national origin or age, be excluded or be denied of or be subjected to discrimination under any program, activity, or employment. Inquiries or complaints regarding compliance with Federal Regulations may be directed to Federal Programs, Title IX, Section 504, and Title VI Coordinator, Oneonta City Board of Education, 28370 State Hwy 75, Oneonta, AL 35121, (205)543-1515. Employees should utilize the grievance procedure outlined in the Board Policy, November 2002, Section 601.1.

**ONEONTA CITY SCHOOLS
JOB DESCRIPTION / POSITION POSTING**

POSITION TITLE: Career Coach

JOB GOAL: Represent the Career Coach Program in local schools and conduct public relations efforts to promote CTE programs.

QUALIFICATIONS:

1. Bachelor's degree in education, marketing, communication, or related field.
2. Ability to pass a background check.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Experience working in industry is preferred.
2. Pleasing personality, enthusiastic, positive attitude, evidence of trustworthiness; knowledge in business and industry; and effective human relations skills.
3. Effective oral and written communication skills.
4. Knowledge of what it takes to be successful in the world of work.
5. Knowledge of Alabama Achieves Strategic Plan.
6. Knowledge of current employment trends.

REPORTS TO: High School Principal

DUTIES OF THE CAREER COACH:

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 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 an 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.

SALARY: Salary will be based on education, certification, and years of experience according to the Oneonta City Board of Education salary schedule.

TERMS OF EMPLOYMENT: 10 month contract

The Oneonta City Board of Education is an Equal Opportunity Employer and an E-Verify participant.