# CAREER COACH

## QUALIFICATIONS
- Bachelor’s degree in education, marketing, communication or related field required
- Experience working in industry preferred
- Pleasing personality; enthusiastic. Positive attitude, evidence of trustworthiness; knowledge in business and industry; effective human relations skills
- Required: ability to pass background check

## PREFERRED KNOWLEDGES, SKILLS, AND ABILITIES
- Effective oral and written communication skills
- Knowledge of what it takes to be successful in the world of work
- Knowledge of College and Career Readiness Standard/Plan 2020
- Knowledge of current employment trends

## DUTIES
- Represent the Career Coach Program in local high school and conduct public relations efforts to promote the CTE programs
- Provide career development guidance for high school student with emphasis on technical programs
- Plan and implement student recruitment activities for technical programs
- Assist prospective students with career exploration activities and career assessments
- Assist prospective students with admissions and financial aid and resignation procedures of college
- Provide guidance to students regarding career choices
- Conduct high school classroom presentation promoting college and career programs and activities
- Provide prospective student with information regarding the current job market trends in career choices
- Schedule and attend college campus tours and industry tours with high school students
- Coordinate job shadowing opportunities for students
- Maintain ongoing database of students and classrooms that services are offered
- Comply with all policies of the LEA and the State Department of Education