



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Thomas R. Bice
State Superintendent of Education

July 13, 2015

Alabama
State Board
of Education

MEMORANDUM

Governor
Robert Bentley
President

TO: City and County Superintendents of Education

Al Thompson
District I

FROM: Thomas R. Bice *TRB*
State Superintendent of Education

SUBJECT: Fiscal Year (FY) 2016 Allocations for Career Coaches

Betty Peters
District II

This correspondence is to inform you of the career and technical education (CTE) career coach allocations for FY 2016 in the amount of \$53,915.00.

Stephanie Bell
District III

Each local education agency (LEA) highlighted in the attachment will serve as the fiscal agent for either one or two career coach(s). If the fiscal agent is sharing a career coach, the partner LEAs are listed below the fiscal agent. If no other LEAs are listed, the career coach will serve only the high schools in your LEA. The goal is to have a career coach in each high school in the state a minimum of one day a week.

Yvette M.
Richardson, Ed.D.
District IV

The funds have been listed as an additional career technical director in your unit report; however, this allocation funds the salary and benefits and all classroom instructional support funds for one or multiple career coach(s). All coaches are funded at the rate of a nine-month starting teacher and this salary is to be spread over a ten-month contract.

Ella B. Bell
District V
Vice President

These allocations are 100 percent state funds and should be budgeted and expended using revenue and fund source 1110 and object code 112. Funds must be expended by September 30, 2016. Any unused funds will revert back to the Alabama State Department of Education. The additional FY 2016 CTE funds will be sent monthly with the state funds electronic transfer beginning October 2015 through September 2016.

Cynthia McCarty, Ph.D.
District VI

A copy of the 2016 Career Coach Job Description and a list of fiscal agents and partner LEAs are also attached. If you are the fiscal agent, please partner with the LEAs sharing the career coach in the hiring process. If you have any questions, please contact Dr. Mary D. Simon at 334-353-0350 or msimon@alsde.edu.

Jeff Newman
District VII
President Pro Tem

TRB/PCC/MS
Attachments

Mary Scott Hunter, J.D.
District VIII

cc: City and County Chief School Financial Officers
City and County Career and Technical Education Directors
Dr. Philip C. Cleveland
Mr. Andy Craig
Mr. Ethan Taylor
LEA Accounting Section

Thomas R. Bice, Ed.D.
Secretary and
Executive Officer

FY15-1025

COACH ALLOCATIONS FOR 2015 - 2016 (Fiscal Agents Highlighted and Bold)

Albertville City	1
Boaz City	
Guntersville City	
Arab City	
Baldwin County	1
Blount County	2
Oneonta City	
Calhoun County	2
Jacksonville City	
Piedmont City	
Cherokee County	1
Chilton County	1
Cleburne County	1
Oxford City	
Anniston City	
Cullman County	2
Cullman City	
Dallas County	1
Selma City	
DeKalb County	2
Ft. Payne City	
Etowah County	2
Gadsden City	
Attalla City	
Jefferson County	2
Birmingham City	2
Bessemer City	1
Fairfield City	
Midfield City	
Tarrant City	

Hoover City 1

Homewood City 1

Leeds City 1

Trussville City
Vestavia City
Mountain Brook City

Lauderdale County 2

Lawrence County 1

Limestone County 2
Athens City

Madison County 1

Madison City 1

Huntsville City 1

Mobile County 2

Saraland City 1
Chickasaw City
Satsuma City

Montgomery County 2
Pike Road City

Morgan County 1

Decatur City 1
Hartselle City

Russell County 1
Phenix City

Shelby County 1

Pelham City 1
Alabaster City

COACH ALLOCATIONS FOR 2014 - 2015

Colbert County 1
Muscle Shoals City
Tuscumbia City
Sheffield City

Franklin County 1
Russellville City

Winston County 1
Haleyville City

Marion County 1
Windfield City

Marshall County 1

Jackson County 1
Scottsboro City

Tuscaloosa County 1

Tuscaloosa City 1
Bibb County

Hale County 1
Perry County

Fayette County 1
Lamar County

Pickens County 1
Greene County
Sumter County

Walker County 1
Jasper City

St. Clair County 1
Pell City

Roanoke City 1
Clay County
Randolph County

Talladega County 2
Sylacauga City
Talladega City

Tallapoosa County 1
Alexander City
Coosa County

Marengo County 1
Linden City
Demopolis City

Autauga County 1

Butler County 1
Lowndes County

Elmore County 1

Crenshaw County 1
Opp City
Andalusia City

Chambers County 1
Auburn City
Opelika City
Lanett City

Macon County 1
Bullock County
Tallassee City

Lee County 1

Monroe County 1
Wilcox County

Clark County 1
Choctaw County
Thomasville City

Washington County 1

Escambia County 1
Conecuh County
Brewton City

Coffee County	1
Dale County	1
Daleville City	
Ozark City	
Pike County	1
Troy City	
Barbour County	
Covington County	1
Geneva County	1
Geneva City	
Enterprise City	
Houston County	1
Henry County	1
Eufaula City	
Dothan City	
TOTAL	78

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 schools and conduct public relations efforts to promote the CTE programs.
- ◆ Provide career development guidance for high school students with emphasis on technical programs.
- ◆ Plan and implement student recruitment activities for technical programs.
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- ◆ Assist prospective students with career exploration activities and career assessments.
- ◆ Assist prospective students with admissions, financial aid, and registration procedures for college admission.
- ◆ Provide guidance to students regarding career choices.
- ◆ Conduct high school classroom presentations promoting college and career programs and activities.
- ◆ Provide prospective students with information regarding the current job market and 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 where services are offered.
- ◆ Comply with all policies of the LEA and the Alabama State Department of Education.

PROJECTED STARTING DATE

School Year 2015-2016

SALARY (10-Month Contract)

Salary & Benefits

\$53,915.00