



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Philip C. Cleveland, Ed.D.
Interim State Superintendent
of Education

July 28, 2016

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Philip C. Cleveland *PCC*
Interim State Superintendent of Education

SUBJECT: Fiscal Year (FY) 2017 Allocations for Career and Technical Education (CTE) Career Coaches

This correspondence is to inform you of the Career & Technical Education (CTE) Career Coach allocations for FY 2017 in the amount of \$78,218.00. This allocation includes salaries and benefits in the amount of \$60,538.00; Other Current Expense (OCE) in the amount of \$17,021.00; and classroom instructional supply funds in the amount of \$659.00.

Each local education agency (LEA) highlighted in the attachment will serve as the fiscal agent for either one or two career coaches. 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.

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

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, 2017. Any unused funds will revert back to the Alabama State Department of Education. The additional FY 2017 CTE funds will be sent monthly with the state funds electronic transfer beginning October 2016 through September 2017.

A copy of the 2017 Career Coach Job Description and a list of fiscal agents and partner LEAs are 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 Sean J. Stevens, Education Administrator, at 334-242-9111 or sstevens@alsde.edu.

PCC/MS/SJS

Attachments

cc: City and County Chief School Financial Officers
City and County Career and Technical Education Directors
Mr. Andy Craig
Mr. Ethan Taylor
LEA Accounting
Dr. Mary Simon
Mr. Sean J. Stevens

FY16-4009

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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.
- ◆ Assist prospective students with career exploration activities and career assessments.
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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 2016-2017

SALARY (10-Month Contract)

Salary & Benefits

\$60,538.00

**Career Coach Allocations
2016-2017**

System(s) Served Number of Career Coaches System(s) Served Number of Career Coaches

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
Attalla City	
Gadsden City	
Jefferson County	3
Birmingham City	1
Fairfield City	1
Bessemer City	
Midfield City	
Tarrant City	1
Vestavia Hills City	
Mountain Brook City	
Hoover City	1
	ALSDE Duties
Homewood City	1
	ALSDE Duties
Leeds City	1
	ALSDE Duties
Trussville City	

Morgan County	1
Decatur City	1
Hartselle City	
Russell County	1
Phenix City	
Shelby County	2
Pelham City	1
Alabaster City	
Colbert County	1
Sheffield City	
Muscle Shoals City	1
Florence City	
Tuscumbia City	
Franklin County	1
Russellville City	
Winston County	1
Haleyville City	
Marion County	1
Marshall County	1
Jackson County	2
Scottsboro City	
Tuscaloosa County	1
Tuscaloosa City	1
Bibb County	1
Hale County	1
Demopolis City	
Perry County	1
Fayette County	1
Winfield City	
Lamar County	1
Pickens County	1
Greene County	
Sumter County	

Lauderdale County	2
Lawrence County	1
Limestone County	2
Athens City	
Madison County	1
Madison City	1
Huntsville City	2
Mobile County	3
Saraland City	1
Chickasaw City	
Satsuma City	
Montgomery County	2
Lowndes County	1
Pike Road City	
Elmore County	1
Crenshaw County	1
Opp City	
Andalusia City	
Macon County	1
Bullock County	
Tallassee City	
Monroe County	1
Wilcox County	
Escambia County	1
Brewton City	
Coffee County	1
Elba City	
Pike County	1
Troy City	
Barbour County	
Enterprise City	1
Houston County	1

Walker County	1
Jasper City	
St. Clair County	1
Pell City	1
AIDB	
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	
Autauga County	1
Butler County	1
Conecuh County	
Lee County	1
Chambers County	1
Auburn City	
Opelika City	
Lanette City	
Clarke County	1
Choctaw County	
Thomasville City	
Washington County	1
Dale County	1
Daleville City	
Ozark City	
Covington County	1
Geneva County	1
Geneva City	
Henry County	1
Eufaula City	
Dothan City	