



# Mobile County PUBLIC SCHOOLS

## **Job Description Title – CAREER COACH**

**SUPERVISED BY/REPORTS TO:** Department of Career Technical Education

**FLSA Designation:** Exempt

### **QUALIFICATIONS:**

- Bachelor's Degree or higher from an institution of higher education that was appropriately accredited per the Alabama State Department of Education at the time the courses were taken.
- Must have a valid Alabama teaching certificate.
- Ability to meet suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Must have a minimum of four (4) years of successful teaching experience.
- Must be highly motivated, flexible, creative, and have a positive attitude.
- Must be detail oriented, with strong communication and organizational skills.
- Must be a versatile worker, who is equally comfortable working independently and in a team.
- Must be able to multi-task.
- Career Academy Experience is valued.
- Ability to be punctual and maintain regular attendance in full compliance with system sick leave and personal leave policies.
- Must have a valid Alabama Driver's License and a reliable means of transportation.

### **LANGUAGE SKILLS:**

Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as the Alabama Course of Study, safety rules, operating and maintenance instructions, procedure manuals, governmental regulations, professional journals, and any other instructional documents deemed necessary to carry out the requirements of the job. Ability to write routine reports and correspondence that conform to prescribed style and format.

### **INTERPERSONAL SKILLS:**

Works well with and respects others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Ability to effectively present information and respond effectively to questions in one-on-one situations and promotes positive interactions with other faculty members and stakeholders. Teachers should be sure that all their social media accounts are professional and appropriate. Does not project personal beliefs or biases onto students or faculty members.

**REASONING ABILITY:**

Ability to plan, organize, develop, and conduct a comprehensive teaching and instruction program in the visual arts course being taught for students in the district. Ability to identify and define problems, collect data, establish facts, and draw valid conclusions.

**COMPUTER SKILLS:**

General knowledge of computer usage and ability to use email, internet software, and word processing software. Must learn other software used by the district, i.e., PowerSchool, Schoology etc. Must be able to develop and/or facilitate an online course.

**PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:**

*The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required to do the job. An employee must meet these to perform the essential functions of this job successfully and satisfactorily.*

1. Collaborates with school and community leadership to design, develop, implement, and support the Academies in Mobile County Public Schools.
2. Organizes and leads industry visits to companies associated within the academy's career cluster.
3. Facilitates partnerships to develop all work-based learning experiences including mentorships, mock interviews, job shadowing's and internships.
4. Participates in the development of academy frameworks and structures within the school.
5. Leads the development to provide a rigorous education program that combines relevant academic and technical curricula around a career theme.
6. Identifies the course-taking pattern (pathways) that will create student success and meet State academic requirements.
7. Assures pathway implementation that adheres to ALSDE CTE requirements and leads to college and career readiness.
8. Collaborates with Instructional Leadership and Professional Learning to heighten awareness regarding academy programs using various marketing avenues.
9. Successfully engage with community partners including the local Chamber of Commerce and post-secondary technical programs.
10. Provides support to teachers, families, and students to create a successful learning experience within the academies and career tech education.
11. Creates and administers training for teachers on career readiness strategies.
12. Creates and distributes reference materials to Instructional and Guidance Counselors regarding the academy student experience.
13. Coordinate recruitment activities for both parents and students to increase awareness and assist with the academy selection process.
14. Assist with development and management of the academy pathway business partnerships.
15. Evaluates the academy program annually and recommends improvements based on local industry feedback.
16. Works with school counselors to collect data and submit Career Coach Monthly Reporting Form to the Alabama State Department of Education.
17. Meets professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, collecting academy data, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others.

**OTHER DUTIES:**

Participates in various student and parent activities which occur in school including but not limited to PTA or PTO, student clubs and after school activities.

Assists with creating an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.

**PHYSICAL REQUIREMENTS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job:*

The employee is regularly required to speak and listen. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and video display terminal.

The employee is occasionally required to stoop, kneel, or squat. The teacher may be on their feet standing for over an hour. The teacher may regularly lift and/or move up to 25 pounds and occasionally may lift up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Usually works in a classroom setting or office setting. The noise level is usually low to moderate but occasionally high depending on classroom activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens. Outside carpool and traffic duty may occasionally be required. Will occasionally have to drive to industry sites and the Central Office.

**EVALUATION**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified Employees. Evaluation will be conducted by the personnel in the Career Technical Education Department.

**TERMS OF EMPLOYMENT**

Work periods are 10-months (202 days) 8 hours per day usually Monday through Friday. Daily work schedule will be determined by the by the Department of Career Technical Education. Work assignments and schedules are subject to change. This position sometimes requires work outside of normal school hours. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

**SALARY**

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.