

TITLE**Innovative Career Coach**

funded by the *Innovative High School Grant* (three years)

QUALIFICATIONS

- Preferred - Bachelor's Degree with a valid Tennessee teaching license which contains an appropriate occupational endorsement;
- Experience working in the business and education world;
- Strong communication skills with some experience in working with adults; and
- Ability to demonstrate technology skills in current technology applications, use of peripherals, and classroom integration.

JOB RESPONSIBILITIES and DUTIES

1. Work with CTE Director to provide career exploration activities to middle and high school students;
2. Work with Project Director and counselors to oversee the administration of interest and aptitude assessment(s) in middle and high school;
3. Assist in the scheduling of guest speakers for career awareness;
4. Work with CTE teachers to implement curriculum in the classroom;
5. Work with Project Director to ensure needed employability and technical skills are being taught in the classroom;
6. Assist CTE teachers, high school and middle school counselors in teaching career and work ethic skills in the classroom;
7. Attend FC Workforce Development meetings;
8. Stay informed of local labor market needs;
9. Provide 1:1 counseling for students who are likely to utilize the work-based program;
10. Meet with parents of interested students to explain the program;
11. Assist in the course selection process for students utilizing the work-based learning program;
12. Assist in work-based learning placement for students;
13. Assist in the development of student resumes and interview skills;
14. Maintain program documentation; and
15. Performs other duties, as deemed necessary, by the CTE Director.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 10 pounds. Other physical demands that may be required are as follows:

1. Stooping and/or kneeling
2. Reaching
3. Talking
4. Hearing
5. Seeing

TEMPERAMENT (Personal Traits)

- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Adaptability to accepting responsibility for the direction, control, or planning of an activity.
- Adaptability to dealing with people beyond giving and receiving instruction.
- Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
- Strong communication skills.
- Well versed in research on teaching and learning.
- Can model demonstration teaching.
- Ability to meet the public well.
- Ability to convey curriculum and staff development experience
- Good organizational skills.
- Demonstrates the ability to implement innovative ideas.
- Enthusiasm

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.

Verbal: Ability to understand meanings of words and the ideas associated with them.

Numerical: Ability to perform arithmetic operations quickly and accurately.

Data Perception: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

WORK CONDITIONS

- Normal school working environment (working with staff, students, parents at the middle schools and high schools);
- Expected to be employed for the 200-day school calendar (7.5 hour per day as expected of certified staff)
- Works closely with the high school and middle school principals under the direct supervision of the Director of CTE.
- Must sign-in and out on appropriate attendance software.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.