

Job Title: Innovative Career Coach

FLSA Exemption Status: Exempt

Term: 200 days

Minimum Qualifications:

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

Responsibilities and Essential Functions:

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;
15. Attend work on a regular and predictable basis; and
16. Performs other duties, as deemed necessary, by the CTE Director.

Skills and Abilities Required:

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

1. **Intelligence:** The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. **Verbal:** Ability to understand meanings of words and the ideas associated with them.
3. **Numerical:** Ability to perform arithmetic operations quickly and accurately.
4. **Data Perception:** Ability to understand and interpret information presented in the form of graphs, charts, or tables.

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

Reports To: CTE Director

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

