

**Cumberland County School System**  
**Job description for Middle School Career Coach**

Job Duties include the delivery of standards related to:

**Career Awareness** is an introductory course designed to build foundational knowledge of career opportunities through (a) examining key characteristics evident in successful leaders; (b) connecting academic aptitude and personal strengths to postsecondary and career success; and (c) bringing awareness to career availability in various contexts. Upon completion of this course, proficient students will understand their own strengths and academic skills, explain specific careers and career sectors of interest, and develop an understanding of the career pathways, postsecondary education institutions, and employers located in their greater community. Students will also demonstrate soft skills (e.g., teamwork, self-advocacy, and effective communication) alongside technical skills (e.g., time management and goal creation) to practice critical skills needed in the workplace. It is recommended that Career Awareness occur in sequence before both Career Exploration and Career Advising and Planning.

**Career Exploration** is a course designed to reinforce previous career awareness and strategically explore a wide range of career options through (a) engaging in self-reflection and intentional goal setting by using a career assessment tool; (b) analyzing academic strengths and progress; (c) researching postsecondary options and the requirements for various career sectors; and (d) identifying coursework, extracurricular activities, and experiences that can support career exploration. Upon completion of this course, proficient students will use their own strengths and skills to set meaningful academic and career goals, articulate careers that align with their strengths and academic background or plans and discover ways to explore various career options in their community. Students will also demonstrate soft skills (e.g., teamwork, self-advocacy, and effective communication), alongside technical skills (e.g., time management and goal creation) to practice critical skills needed in the workplace. It is recommended that Career Exploration occurs in sequence after Career Awareness and before Career Advising and Planning.

**Career Advising and Planning** is an course designed to show mastery of strategic career advising and planning through: (a) articulating personal academic strengths and applying them to specific career and education requirements; (b) evaluating career options based on the alignment of skill sets, academics, and personality; (c) understanding the components of financing postsecondary education and beyond; and (d) engaging in experiential learning that can support career advising and planning. Upon completion of this course, proficient students will use their knowledge of individual strengths combined with career interests to meaningfully research pathways to postsecondary and work success, including creating high school coursework plans, career preparation materials, and ideal employee profiles. It is recommended that Career Advising and Planning occur in sequence after Career Awareness and Career Exploration.

**SKILLS:** are required to perform multiple technical tasks and occasionally upgrade skills to meet the changing job conditions. Specific skill-based competencies required to satisfactorily perform the job functions include: analyzing; effective listening; and instructional techniques.

**KNOWLEDGE:** is required to review and interpret highly technical information. Specific knowledge-based competencies required to satisfactorily perform the job functions include issues

related to career and technical fields; concepts of grammar and punctuation; community; and business/industry resources.

**ABILITY:** Ability is required to work with a significant diversity of individuals and groups, work with various data, and utilize various job-related equipment. Independent problem-solving is required to analyze issues and create action plans. Specific ability competencies required to satisfactorily perform the job functions include: adapting to changing work priorities; communicating with diverse groups; setting priorities; and building collaborative relationships.

Endorsements include: 001, 004, 006, 007, 009, 009, 010, 011, 012, 013, 014, 015, 016, 017, 018, 019, 020, 021, 022, 023, 024, 025, 026, 027, 027, 028, 029, 030, 031, 032, 033, 034, 035, 036, 037, 038, 039, 040, 041, 042, 043, 044, 045, 046, 047, 048, 049, 050, 051, 052, 054, 055, 056, 057, 058, 059, 060, 061, 062, 063, 064, 065, 066, 067, 068, 069, 070, 071, 072, 073, 077, 078, 079, 080, 081, 082, 099, 100, 101, 102, 103, 105, 108, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 145, 146, 125, 126, 127, 128, 129, 130, 131, 132, 133, 147, 150, 151, 152, 153, 154, 155, 156, 157, 158, 201, 202, 203, 204, 210, 211, 212, 213, 214, 220, 221, 230, 231, 240, 241, 250, 301, 310, 311, 400, 401, 402, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 434, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 439, 445, 448, 449, 450, 451, 452, 453, 458, 460, 461, 462, 463, 464, 465, 466, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 484, 485, 486, 490, 491, 492, 493, 494, 495, 496, 498, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 700, 701, 702, 703, 705, 706, 707, 710, 711, 720, 721, 722, 730, 740, 742, 750, 751, 760, 770, 771, 772, 773, 774, 775, 776, 780, 781

Cumberland County Schools provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Cumberland County Schools complies with applicable state and local laws governing nondiscrimination in employment in every location where the school district has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Cumberland County Schools expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Cumberland County School's employees to perform their expected job duties is absolutely not tolerated.