

JOB ADVERTISEMENT

The Saraland Board of Education in conjunction with Satsuma and Chickasaw City Schools will be accepting applications for the following Classified position for the 2018-2019 school year:

CAREER COACH

SALARY (10-Month Contract)

All applicants should apply electronically. To obtain an electronic application, visit the Teach in Alabama website at www.alsde.edu/teachinAlabama, complete the State of Alabama electronic application, and attach it to the specific job number.

All positions with the Saraland Board of Education require submission of a copy of current driver's license or valid picture identification, a copy of Social Security card, completion of a TB skin questionnaire, and background clearance through the State of Alabama Department of Education.

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

Preferred Knowledge, Skills, and Abilities:

- Required: Ability to pass background check
- 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 of the college
- 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 that services are offered
- Comply with all policies of the LEA and the State Department of Education

Salary: **\$39,301.00**

Advertisement: **04/19/18**

Deadline to apply: **until filled**

The Saraland School System is an Equal Opportunity Employer.

No applicant or employee shall, on the basis of race, color, religion, gender, age, ethnicity, marital status, disability if otherwise qualified, political or religious beliefs, national origin, social and family background, or on the basis of the use of a language other than English, be discriminated against by this school system.