

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

COLLEGE AND CAREER COACH 9-12

SALARY SCHEDULE: INSTRUCTIONAL

COST CENTER: DISTRICT WIDE

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited university, preferably in relevant education or instructional fields. Postgraduate degrees or equivalent experience are a plus.
- Valid Florida Professional Teaching Certificate and authorization to teach the assigned subject areas(s).
- Minimum of 3 years teaching experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Builds positive relationships and collaborates effectively with administrators, faculty, district staff, students, and families.
- Possesses exceptional written and verbal communication skills to engage diverse audiences.
- Guide students through self-assessment activities to explore interests, strengths, and values to identify potential career paths.
- Provide students with comprehensive information on colleges, universities, career options, and training programs.
- Work with students to develop personalized college and career action plans that include research, application support, financial aid guidance, and scholarship opportunities.
- Conduct individual and group coaching sessions, workshops, and presentations on college admissions, career planning, and interview skills.
- Track student progress and program effectiveness to ensure the best possible outcomes.
- Build strong relationships with students, teachers, counselors, and community partners to provide a holistic support system.
- Maintain awareness of current trends in higher education and career opportunities to offer relevant guidance to students.
- Maintains flexibility, independence, and efficient time management to consistently achieve goals.
- Commits to continuous personal and professional growth to stay abreast of best practices and innovations.

REPORTS TO:

School Principal

JOB OBJECTIVE:

To empower students to make informed decisions about their future by providing personalized college and career guidance. Additionally, leverage strong communication and planning skills to assist students with college exploration, application processes, and career development.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

COLLEGE & CAREER COACH 9-12(continued)

- Conduct individual and group coaching sessions to guide students through self-assessment activities, exploring interests, strengths, and potential career paths.
- Motivate and inspire students to set ambitious goals for college and career pursuits.
- Stay up-to-date on current trends in higher education, career landscapes, and scholarship opportunities.
- Collect and analyze data on student participation, college acceptance rates, scholarship attainment, and career placement outcomes to measure program effectiveness.
- Track student progress towards college and career goals, providing ongoing support and adjustments to action plans as needed.
- Communicate with families about upcoming college and career visits and fairs.
- Implement School Links to help students track their post-secondary goals and progress towards achieving them.
- Consistently deliver tasks on time and to a high standard.
- Willingly accepts and fulfills additional duties assigned by the Principal.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds frequently to move objects. The demands of possible extended workdays for meetings, professional development, training, and/or community/school/district events require a high level of physical and mental endurance. This job requires the ability to handle and balance multiple demands simultaneously.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Hours of employment shall be those established by the district. ~~(06)~~

EVALUATION:

The performance of this job will be evaluated in accordance with the provisions of the Board's policy on the evaluation of personnel.

Job Description Supplement No. 03