

Job Title: CTE Career Coach
Department: Career and Technical Education (CTE)
Reports To: CTE Director
FLSA Status: Exempt
Salary Schedule: EC lane 02



SUMMARY

The Career & Technical Education (CTE) Career Coach organizes, facilitates, and coordinates the Work Based Learning Program at the high school and cone site level in Washington County School District. The CTE Career Coach is responsible for providing comprehensive developmental guidance and counseling services to students and provides group educational and CTE guidance services. The Career Coach acts as a consultant in this regard to school personnel, parents, and the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Organizes and facilitates all aspects of the Work Based Learning program at the assigned high school and feeder schools.

Facilitates internship recruitment presentations with teachers and counselors at the assigned high school and feeder schools to provide program awareness. Works closely with counselors, students, teachers, and employers in promoting Internships, Pathways Enrollment/Concurrent Enrollment.

Provides assistance to develop Pathway Advisory Boards involving counselors, teachers, students, parents, and employers. Provides support to each assigned High School equally

Provides program assistance to engage new WBL employer partners for all WBL related activities. Provides assistance as needed to help set up WBL internship sites for Washington County School District.

Creates progressive branding/design concepts to promote ongoing program quality and growth.

Develops student internship success stories for promotional material. Promotes www.washk12internships.org.

Provides program orientation for incoming interns to ensure student accommodations and concerns have been met according to policy. Ensures student accommodations are met as needed.

Provides assistance to all workshop activities to help students qualify for an internship and to ensure workplace skills course strands and standards are met.

Provides individual coaching and support to students in need of extra to help qualify for the Washk12 Internship program.

Provides assistance to connect employers assisting in Mock Interviews and other workshop activities as needed.

Provides individual and group counseling for students in the areas of educational and career development.

Ensures students have all required paperwork completed prior to first day of internship.

Consults with parents regarding their children and plans strategies that will assist the student and his/her parents in reaching desired career outcome goals.

Manages and participates in placement, including jobs for students, military organizations, colleges, vocational schools, apprenticeship programs, scholarships, etc.

Coordinates student and employer evaluations.

Ensures program compliance with state regulations and WCSD CTE WBL policy.

Attends regular WBL Pathways meeting.

Collects, organizes, and analyzes information about student internships program through records, tests, and professional sources for CTE and educational planning.

Contributes to advisory board success.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Knowledge of and ability to effectively use basic technology including: email, word processing, database, and spreadsheet programs to compile a variety of reports. Must understand and apply district, state, and federal rules and regulations.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Demonstrates strong organizational skills, written and oral communication skills, and interpersonal skills. Ability to respond to common inquiries or complaints employees, regulatory agencies, administrators, students, and/or members of the community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Bachelor's degree from an accredited college or university and two years industry and/or school-to-work related experience connected to student internship and industry advisory committees or the equivalent combination of significant college education and related work experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain an active Utah Driver’s License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use fingers and hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

Prepared By: CTE Director		Date: 01/13/2020
Approved By: Assistant Director, Human Resources		Date: 01/21/2020
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By: _____ Date: _____

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name: _____	Date: _____
Employee Signature: _____	