



Pickens County Schools

Job Descriptions

COLLEGE & CAREER COACH

Title/Position: College & Career Coach

Retirement: Teacher Retirement System of Georgia

Terms of Employment: 240 Days

Reports to: Principal & Curriculum Director

Qualifications: A minimum of three years' experience working with public schools, postsecondary schools, and the community.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES

- Work in collaboration with CTAE Director and high school counselors to identify and advise student regarding articulated credit and college and technical school opportunities.
- Work in collaboration with high school CTAE Director to promote CTAE degree options/ careers and develop career pathway plans for students
- Provide students with information about the importance of postsecondary education, as well as accurate information on how to prepare, apply, and pay for postsecondary education
- Assist, in conjunction with school counselors, students with application, scholarship, and financial aid paperwork completion
- Liaison between high school, college, and/or technical school faculty to facilitate the development of local educational opportunities
- Work in partnership with high school, college, and technical school administration to develop initiatives in the high and postsecondary setting
- Assist in development of career pathways
- Provide career exploration, planning, and development guidance and college advisement to high school students
- Engage students, counselors, faculty, parents, and all other stakeholders with information sessions related to college and career opportunities
- Conduct career advisement sessions with students
- Participate in school-related activities in which college and career opportunities can be promoted
- Maintain quality partnerships with postsecondary school personnel
- Maintain quality partnerships with local business and industry leaders to promote career readiness among students
- Develop career exploration opportunities (job-shadowing, internship, industry tours, etc.)
- Provide assistance to students during their transition from secondary to postsecondary institutions
- Participate in team meetings and professional development activities

- Performs other related tasks assigned by the Principal and other district administrators as designated by the Superintendent.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

FLSA Status: Exempt