

**PIONEER AND TECHNOLOGY CENTER  
27 RYAN ROAD  
SHELBY, OHIO 44875**

**JOB DESCRIPTION  
FOR  
CAREER COACH**

**QUALIFICATIONS:** Possess at least a Bachelor's Degree

**RESPONSIBLE TO:** Assistant Director, High School

**GENERAL DUTIES:** The Career Coach provides to school personnel, within our client districts, information regarding the wide range of career pathways available to students in Ohio. This includes providing awareness of career readiness, career opportunities and local job availability, as well as college and university options. Districts may call on the Career Coach to lead business tours, take college trips or organize career days in the district as well as meet with individual students for career advising. Coaches keep accurate records for reference of student decisions. Career coaches are assigned to assist school districts in completing mandates issued in HB 3313.6020, HB 3316.6112, and HB 98.

**SPECIFIC DUTIES:**

- A. Reports directly to the Career Coach Coordinator and school personnel at assigned school.
- B. Attend required trainings throughout the school year provided by the SPARC Talent Development Group.
- C. The coach will be responsible for reporting all associated activities to the school administration and Career Coach Coordinator as required, and will maintain accurate records for all services that are provided to the students and parents. Confidentiality of these records will be strictly maintained.
- D. Coaches will carry out specific activities, as specified by SPARC Council, to increase awareness of work readiness and post-secondary opportunities.
- E. The coach will work with the guidance counselor in providing students with information and activities on work readiness, career planning, college readiness and planning as well as other postsecondary education opportunities.
- F. The coach will increase awareness of financial planning for postsecondary education and sources of assistance that will be available to make continuing an education attainable.
- G. The coach will assist the guidance counselor and participate as needed in career awareness programs, parent/teacher conferences, open houses, college fairs, and financial aid nights.
- H. The coach will use age appropriate resources from Career Connections and Ohio Means Jobs to meet the ongoing needs of students.
- I. The coach will work with Spherion to provide students with 'work-readiness skills' that meet the requirements of the State mandated Ohio Means Jobs-Readiness Seal program.

- J. The coach will stays current on career information and school graduation requirements.
- K. Perform other duties as assigned by the Superintendent and/or his/her designee.