

Sioux Falls School District 49-5

JOB DESCRIPTION

Career Coach

Department:	Admissions	Job Status:	Full-time
FLSA Status:	Exempt	Reports To:	Josh Hall, CTE Academy <i>Receives Guidance From:</i> Southeast Tech VP Student Affairs and IR
Grade/Level:	260 Day Employment Contract, Salary Schedule Level H	Amount of Travel Required:	30% or less
Work Schedule:	Varies Day Hours with Evening Hours Required	Positions Supervised:	None

POSITION SUMMARY

This individual will plan, implement, and direct programs and services that assist individuals 16-24 years old who meet the following criteria (must meet criteria 4):

1. Currently not pursuing higher education;
2. Low to moderate income;
3. Ethnically underrepresented in South Dakota higher education;
4. Reside in Minnehaha, Lincoln, McCook or Turner counties;

To obtain an internship, employment, or enter post-secondary education.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Work directly with high school counselors to provide career assistance to students meeting the criteria in the position summary.
- Provide career assessments that directly relate participant interest to local workplace needs.
- Plan, develop and implement exploration opportunities, including college campus visits, career fairs, industry visits, parent sessions, etc.
- Work directly with Southeast Tech’s Pre-College Program Advisor to connect participants to Southeast Tech’s career exploration and other offerings;

- Work directly with Southeast Tech’s Academic Administrators to connect participants to apprenticeships and other Southeast Tech offerings;
- Connect industry representatives to participants through job shadowing/mentoring opportunities for further career exploration and to build interest in local workforce opportunities;
- Work directly with the CTE Academy’s Internship Coordinator to establish and place participants into internships;
- Utilize Southeast Tech’s “Bring You’re a Game” curriculum to develop participant soft skills and communicate workforce expectations in order to assure that participants have successful and meaningful industry interactions;
- Improve participant resume writing and interviewing skills;
- Place participants in regional internships that engage them in career fields and build relationships with industry partners;
- Provide participants with skilled training pathway options that allow them to develop initial job-specific skills that meet industry skilled workforce needs while allowing participants opportunities to continue to pursue additional skill development in the future (certificate to diploma to degree pathways);
- Utilize Southeast Tech’s Career Connections software and Career Center to get youth into part time jobs that will increase their skills and lead to full-time employment once they have completed their certification, diploma, or degree options.
- Connect youth to further educational opportunities;
- Expand upon current available pathways to provide more opportunities for participants.
- Interface with local businesses, associations, and local and state agencies to promote the program and build connections to industry;
- Plan, develop and implement programming to work directly with parents of participants and educated them on workforce opportunities, available financing, and educational opportunities for their children;
- Plan, develop and implement strategies to reach high school graduates who have not obtained a higher education certificate, diploma or degree and assist them in obtaining post-high school certification;
- Maintain accurate and complete records of participant interactions, events, and all other work assignments;
- Prepare reports on students and activities as required;
- Oversee and send out any necessary participant correspondence;
- Attend staff meetings and serve on committees as required.
- Become a contact for parent and participant inquiries;
- Perform other duties as assigned.

POSITION QUALIFICATIONS

Competency Statement(s)

- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Customer Oriented - Ability to take care of the customers’ needs while following company procedures.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Energetic - Ability to work at a sustained pace and produce quality work.

- Enthusiastic - Ability to bring energy to the performance of a task.
- Presentation Skills - Ability to effectively present information publicly.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Decision Making - Ability to make critical decisions while following company procedures.
- Team Builder - Ability to convince a group of people to work toward a goal.

SKILLS & ABILITIES

Education : Bachelor’s Degree

Experience : One to two years related experience preferred

Computer Skills

Strong computer skills in Microsoft Word and Excel and the ability to learn new software packages.

Certificates & Licenses

None required

Other Requirements

Must be self-motivated and have ability to multi-task and work unsupervised. Must have strong communication skills and exhibit “people-friendly” qualities that include having an outgoing, friendly, and empathetic character.

PHYSICAL DEMANDS

Physical Demands

Stand	F (Frequently)	<u>Lift/Carry</u> 10 lbs or less	O (Occasionally)
Walk	F (Frequently)	11-20 lbs	O (Occasionally)
Sit	F (Frequently)	21-50 lbs	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	<u>Push/Pull</u>	
Climb	O (Occasionally)	12 lbs or less	O (Occasionally)
Crawl	N (Not Applicable)	13-25 lbs	O (Occasionally)
Squat or Kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Vision (Near)

Sense of Sound (Ability to communicate with others)

Sense of Touch

WORK ENVIRONMENT

Indoor, climate-controlled work environment. Moderate level of noise at times due to office equipment.

EMPLOYER STATEMENT AND EMPLOYEE AUTHORIZATION

EMPLOYER STATEMENT

The Sioux Falls School District has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors and/or Administrators as deemed appropriate. This document does not represent a contract of employment, and The Sioux Falls School District reserves the right to change this job description and/or assign tasks for the employee to perform, as it may deem appropriate.

EMPLOYEE AUTHORIZATION

I have read this job description and completely understand all of my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location and/or department without it being specifically included in the job description. If I have questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor and/or an Administrator. I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor and/or Administrator. I have discussed any questions I may have about this job description prior to signing it.

Employee Signature: _____ Date: _____

Employee Print Name: _____