



JOB TITLE	DEPARTMENT	REPORTS TO
Career Coach	Career & Technical Education	Director of Career & Technical Education

Position No: 59090	Length of Work Year: 12 months
Salary Schedule: IN12	Date Approved: 5/21/25
FSLA: Exempt	Date Revised: 7/1/25

JOB GOAL
The primary goal of the Career Coach is to provide guidance and support to high school students, parents, and teachers to ensure students graduate career-ready. This includes analyzing data, implementing career exploration workshops, and tracking students' participation in summer internship programs, and securing job placements upon graduation.
MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Minimum of bachelor's degree. 2. Holds Florida Certification (eligible for the Professional Teaching Certificate) or District-issued certificate. 3. Experience working with individuals in career and/or life counseling/coaching, preferred 4. Strong technology skills. 5. Excellent communication and interpersonal skills. 6. Ability to perform the functions of the position. 7. Ability to build rapport and establish trust with individuals at all levels of the organization and within the business and industry community.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Collaborate with school leaders, counselors, and teachers to develop strategies to support student career objectives. 2. Conduct comprehensive career assessments with students to identify individual strengths, skills and aspirations with an emphasis on students in their senior year. 3. Maintain cooperative relationships with the Economic Development Council, the St. Lucie Chamber of Commerce, and the Workforce Development taskforce and work to identify and secure summer internship and job placement opportunities for students. 4. Assist students in setting and refining their short- and long-term career goals. 5. Engage with businesses and community stakeholders to identify job opportunities that match students' needs and interests. 6. Work with businesses to determine the essential functions of available jobs in St. Lucie County. 7. Provide follow-up support to students who have secured jobs to ensure employment stability. 8. Develop systems to track students' progress towards their career objectives. 9. Demonstrate interpersonal skills and build trust with students, teachers, and school leadership. 10. Attend, participate in and deliver, as appropriate, professional learning opportunities to stay current on ways to aid students in job placement. 11. Develop and deliver workshops on relevant career development opportunities. 12. Provide guidance on resume writing, cover letter creation, interview skills and job search activities. 13. Work with stakeholders to organize and implement district-wide career fairs for students. <p>To perform other duties as directed.</p>
PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.