



# *Kankakee Area Career Center*

## **Employee Job Description**

Title: Career Coach

Reports To: Career Guidance Counselor

Employment Status: Part-time, Non-exempt, funded by KARVE's Perkins Grant

Functional Relationship to: Executive Director, Principal, Dean of Students and faculty

Job Goal: Work with Career Guidance Counselor and Career Coach team to assist students in developing a meaningful portfolio, develop interview skills, job search skills and resume building.

### **Duties and Responsibilities:**

1. Create and maintain schedule for meeting with all KACC senior students throughout the school year. Schedule to include:
  - a. Reserving adequate space in MPR, Computer Lab and/or classroom
  - b. Communicating schedule on shared Google Calendar
2. Create curriculum designed for student development in:
  - a. Resume development
  - b. Cover letter and other career search communications development
  - c. Identifying and communicating career goals
  - d. Garnering letters of recommendation
  - e. Tracking and collecting variety of supporting documents for portfolio i.e.:
    - i. Certifications
    - ii. Artifacts to support skills developed
    - iii. Proof of community volunteer experiences
3. Assist students to complete electronic portfolio
4. Assist students in applying to KACC and home district scholarships

### **Education, Knowledge and Skills:**

- Current Short-Term Substitute License, Minimum Associate's Degree, Bachelor's Degree and Teacher's Certificate Preferred,
- Strong written and oral communication skills.
- Knowledge of classroom management
- Proficient with Google Suite

### **Miscellaneous:**

- Mandatory Fingerprint Background Check
- Physician's Statement Certifying Physical Ability to Complete Tasks Assigned