

**EAST VALLEY INSTITUTE OF TECHNOLOGY  
JOB DESCRIPTION**

**JOB TITLE:** Career Coach

**DIVISION:** School

**STATUS:** Full-Time/Exempt  
Classified or Certified

**DEPARTMENT:** Support

**TERM OPTIONS:** 10 OR 12 months

**GENERAL PURPOSE:** Under general supervision, the Counselor will foster a positive environment and assist High School and Adult students in determining their area of interests and aptitudes, selecting a program that meets their career/occupational goals, expanding their individual options and developing strategies for successful transition to the world of work.

**SUPERVISION RECEIVED:** This position will be supervised by the EVIT Administration.

**SUPERVISION EXERCISED:** None

**ESSENTIAL DUTIES:** We believe that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline the primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

- Works closely with assigned team members to provide career guidance and career counseling for students, including referral and collaboration with outside agencies, parents and sending school personnel.
- Processes student registration, career counseling, vocational assessment interpretation, management of student rosters within programs and career exploration activities. Facilitates related workshops & trainings.
- Follows established policies and procedures required by district and school; ensures required district and school forms are completed, maintained, and updated for students who have been placed in EVIT programs.
- Works closely with Supervisor and assigned team leader and members to identify potential barriers that may prohibit a student's completion of program competencies; helps develop strategies with students and teams to overcome identified barriers and assist with student retention.
- Fosters community involvement by collaborating with parents and family to support and nurture students' goals and improves the probability of successful completion of the program.
- Ensures compliance with IDEA, ADA, Chronic Ills and Section 504 of the Vocational Rehabilitation Act of 1973 as amended, Family Educational Rights and Privacy Act (FERPA), HIPPA, FAFSA, State Child Welfare Services, & McKinney-Vento.
- Maintains close working relationships with faculty and other support staff, including basic skills instructors, job developers, public relation staff and community liaisons from the sending schools, in addition to prospective and established partners of professional business & industry.
- Provides required data and information for reporting to funding agencies.
- Responsible for review, registration and enrollment approval/denial of all High School and Adult student applications.

- Assists team with the integration of school based and work based learning, including working closely with job development to ensure that the provision of employability skills training, i.e., job seeking and job keeping skills, is maintained.
- Maintains and provides current labor market information, including information related to current economic trends to students, as necessary.
- Monitors student progress per requirements and standards established by the district.
- Fosters and maintains effective relationships with sending school personnel, as needed.
- Works closely and coordinates with teachers to ensure student needs are being met.
- Ensures confidentiality of all program records and student information.
- Refers students to other ancillary services provided by the school and community-based organizations, as needed.
- Develops a strong understanding of school programs and their requirements.
- Assists in program development that includes recruitment and retention strategies and providing articulation among the career and technical education site and local business and industry, institutions of higher learning, and the district feeder schools.
- Attends meetings and training per requirements of the Supervisor.
- Participates on school committees, as determined annually.
- Participates in promotion activities on and off campus, i.e. career fairs, school events, classrooms, community educational events, etc., regarding programs offered by EVIT.
- Provide essential program and campus information to prospective students regarding program costs, pre-requisites, and any other items necessary for enrollment prior to the class starting.
- Manages heavy inbound and outbound calls; greets, assists, and directs students and parents to appropriate Counseling or Student Services staff.
- Manages heavy Data Entry and Computer Based Student Management System
- Assists students and parents with registration process and is responsible for ensuring student's files are complete.
- Works closely with sending school registration personnel to obtain records such as transcripts, attendance records, discipline records, test scores, and immunizations.
- Works closely with Supervisor and Counseling staff to ensure that proper registration procedures are followed and students are appropriately registered in their programs of choice.
- Assists with data entry of new students files, schedule change forms, student data change forms, withdrawal forms, mail returns, etc
- Shares relief of Receptionist's breaks with other administrative staff.
- Files documents to student cumulative file.
- Ensures confidentiality of all program records and student information.
- Develops and establishes effective working relationships with sending school personnel and EVIT staff.
- Develops a strong understanding of school registration requirements pursuant to State guidelines.
- Develops a strong understanding of basic requirements for all EVIT programs.
- Works cooperatively with program instructors, counselors and school administrators.
- Assists Registrar, Admissions Specialist II, and attendance clerk as needed.
- Attends meetings and trainings per requirements of the Supervisor.
- Participates on school committees as determined annually.
- Other duties as assigned by supervisor.
- Review and determination of incoming applications.
- Works recruiting events during and after work hours such as EVIT EXPO, The EVIT EXPERIENCE, Parades, School Assemblies and Graduation Ceremonies.

- Responsible for facilitating exemplary relationships with students and parents to ensure a positive EVIT experience.
- Maintains routine contact with current student base and re-entered students to help assure the success of the student population.
- Facilitates engaging presentations to highlight EVIT programs.
- Distribution of all event and marketing materials to all sending schools.
- Collaborate with schools to ensure familiarization requirements are met per the Internal Governing Agreement (IGA.)
- Schedule and attend community events and ensure EVIT is presented positively and students are inspired to enroll in EVIT's available programs.
- Active involvement in registration process and events.
- Serve as a liaison and consultant to all schools and families regarding EVIT programs and admissions.
- Participates as a member of the Student Ambassadors and the Street Team.
- Conducts EVIT tours, engaging students and schools alike in positive relationships.
- Performs) for all student and adult education crises and act as the liaison between faculty, students and families to ensure the safety and emotional wellness of all students.
- Student advisement and post-secondary transition planning for assigned caseload.

**MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Counseling, Career & Technical Education, Business Marketing/Management or related field preferred. Experience working with youth /young and mature adults preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Working knowledge of instructional theory, the developmental process, competency-based curricula, behavior modification techniques, school laws, career assessment and planning.
- Knowledge of current labor market trends, employment laws, conditions and practices, and school-to-work activities.
- Possesses an understanding of the fundamentals of the trade/technical areas of assignment.
- Knowledge of record keeping procedures including the ability to collect and organize data and information.
- Possesses strong organizational skills.
- Ability to establish and maintain effective working relationships with faculty, support staff, parents, and students.
- Working knowledge of modern office practices and procedures, including applicable computer operations and software, i.e., Microsoft Office Suites, data base management programs, such as SASIxp., Powerschool, Excel, Powerpoint, and Prezi.

- Ability to establish and maintain appropriate level of authority as well as creating an atmosphere of support and confidence for students.
- Possesses effective written and verbal communication skills, including grammar, spelling, and punctuation.
- Ability to develop and maintain effective working relationships with various industries and businesses for the promotion of creating school-to-work programs for students.
- Ability to work with youth (16-17 years old), young adults (18-21 years old) and adults (22+) effectively.
- Ability to work independently and to manage work assignments with minimum supervision to meet schedules and deadlines in a timely manner.
- Ability to deal effectively with stress caused by workload, deadlines, and situations as they occur.
- Ability to work a flexible time schedule, late/early hours, special events, summers etc.
- Must be tactful, have good interpersonal skills and sound judgment.
- Must be a Career Based Self Starter.

**WORKING CONDITIONS:**

- The employee hired for this position will work a basic 40-hour workweek. Hours are typically 7:30 a.m. – 4:00 p.m., but may be flexed on accession with supervisor’s permission within the workweek if job related responsibilities are required outside the normal work hours. The employee may work evening hours monitoring students at worksites, attending advisory team meetings.
- The employee will interact with many types of personalities and with other individuals, i.e., family members, friends, or employers who may be angry, difficult or indifferent. All these factors may contribute to a stressful environment, and therefore, while this work may be satisfying, it can also be emotionally draining.
- This position is eligible for paid Federal, State, and District approved holidays during the 10 or 12 month working period.
- The employee may be provided a private office to work with clients or meet with parents and will be provided a desk, computer workstation, and telephone.
- Applicable Arizona Statutes pursuant to Title 15 (Education), Title 13 (Criminal), and Title 38 (Public Officers and Employees) prevail. Proof of immunization (*if born on or after January 1, 1957*) and fingerprinting shall be required of all employees.

**I FULLY UNDERSTAND THE JOB DUTIES, RESPONSIBILITIES, AND WORKING CONDITIONS THAT ARE OUTLINED ABOVE AND THAT HAVE BEEN DISCUSSED WITH ME BY MY SUPERVISOR.**

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Employee's Signature                      Date

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Supervisor's Signature                      Date