SMPDD
Southern Mississippi Planning & Development District
BUILDING A STRONGER MISSISSIPPI

CAREER COACH JOB DESCRIPTION

POSITION SUMMARY

The Career Coach will assist students in identifying their career goals through personal and group interactions. Utilizing leadership, advocacy, and collaboration, career coaches will promote high value pathways and personal success by engaging in quality coaching sessions that encompass long-term career goals and the associated return on investment for the student.

Career Coaches will serve as a liaison to connect students with post-secondary opportunities and local employers. Their purpose will be to increase student knowledge of, access to, and placement in postsecondary opportunities aligned to high value pathways while providing adequate and accurate information about career planning, outcomes, and opportunities. The career coach will equip students with durable skills to promote success outside the school setting (resume writing, interview skills, etc.), communicate with parents regarding opportunities for students, and plan aligned postsecondary and industry visits for the students served by the career coach.

ESSENTIAL FUNCTIONS

- Meet reporting requirements as set forth by AccelerateMS.
- Share data as requested by AccelerateMS, with their respective Career Coach Manager in a timely manner.
- Maintain accurate and complete records of participant interactions, events, and all other work assignments.
- Complete a career plan with every eighth and eleventh grader enrolled in the school, and corresponding feeder pattern school if necessary (completion amount based on enrollment as reported in November reporting period).
- Have unique, individual interactions, as documented through **www.msworkforce.org,** with 60% of the students in grades eight through twelve at the corresponding secondary school(s).
- Have repeat/follow-up interactions with at least 40% of the students that had unique, individual interactions, as documented in the above metric.
- Have students review **https://mspathfinder.org** (or other current websites as directed by AccelerateMS) in order to determine interests and learn about high-value pathways in the student's ecosystem and across Mississippi.
- Screen and assist students in applying for work-based learning opportunities, to include internships, apprenticeships, job-shadowing, and for-credit work-based learning

opportunities, in their area by connecting them with industry representatives and local workforce opportunities with an emphasis on high-value pathways.

- Plan, develop, and implement on-campus and off-campus exploration opportunities, including post-secondary campus visits, career fairs, industry visits, parent sessions, and similar activities aligned with high-value pathways.

- Work directly with the local community college to connect students to education and training opportunities as identified by AccelerateMS and the WIOA State Plan.

- Assist students in developing durable skills, including, but not limited to, résumé writing and interviewing skills.

- Work with the local school system, economic developers, businesses, associations, local and state agencies, as well as all relevant stakeholders to promote the career coach program and build connections to local industries.

- Plan, develop, and implement programs working directly with parents and guardians of participants to educate them on all postsecondary opportunities (including available financing of these) for their students.

- Be available for parents and participant inquiries.

- Maintain an updated calendar of events and activities that will be shared with appropriate stakeholders.

- Perform other duties as assigned by grant recipient.

- Must abide by the Mississippi Educator Code of Ethics, as established by the Mississippi Department of Education.

- Must meet background check requirements. Before hire, the coach shall be fingerprinted to determine suitability for employment; If no disqualifying record is identified at the state level, the fingerprints shall be forwarded by the Department of Public Safety to the FBI for a national criminal history records check. If such fingerprinting or criminal history records check discloses a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Miss. Code Ann. § 45-33-23(g), child abuse, arson, grand larceny burglary, gratification of lust or aggravated assault which has not been reversed on appeal or for which a pardon has not been granted, the applicant shall not be eligible for employment.

CAREER COACH DUTIES

- Meet reporting requirements

- Share data as requested with AccelerateMS in a timely manner, or time specified by AccelerateMS

- Complete a career plan with every eighth and eleventh grader enrolled in the school – completion amount based on enrollment numbers as reported in November reporting period.

- Have unique, individual interactions, as documented through www.msworkforce.org, with 60% of the students in grades eight through twelve at the corresponding school(s).

- Have repeat/follow-up interactions with at least 40% of the students that had unique, individual interactions, as documented in the above metric.

- Have students review https://mspathfinder.org (or other current websites) as directed by AccelerateMS in order to determine interests and learn about high-wage, high-demand occupations and associated educational pathways in the student's ecosystem and across Mississippi.

- Screen and assist students in applying for internships, apprenticeships, and work-based learning opportunities in their area by connecting them with industry representatives for further career exploration and local workforce opportunities.

- Have students create an online profile on the site approved by AccelerateMS for data and information collection.

- Plan, develop, and implement on-campus and off-campus exploration opportunities, including post-secondary campus visits, career fairs, industry visits, parent sessions, and similar activities.

- Work directly with the local community college to connect students to education and training opportunities as identified by AccelerateMS.

- Connect priority sector representatives to participants through job shadowing and mentoring opportunities for further career exploration and to build interest in local labor force opportunities.

- Assist students in developing durable skills.

- Improve student resume writing and interviewing skills.

- Work with the local school system, economic developers, businesses, associations, local and state agencies, as well as all relevant stakeholders to promote the program and build connections to local industries.

- Plan, develop, and implement programs, working directly with parents and guardians of participants, to educate them on academic, training, and workforce opportunities (including available financing of these) for their children.

- Maintain accurate and complete records of participant interactions, events, and all other work assignments.
- Prepare reports on students and activities as required.

- Be available for parents and participant inquiries.

- Maintain an updated calendar of events and activities that will be shared with appropriate stakeholders.

- Abide the Mississippi Educator Code of Ethics, as established by the Mississippi Department of Education.

- Meet background check requirements.

- Ensure every student in a school that is served by a career coach leaves high school with a documented career plan.
- Increased percentage of students participating in high-value program aligned work-based learning opportunities.
- Increased percentage of students placed in aligned high-value secondary, postsecondary, workforce, and/or military opportunities.
- Increased percentage of students receiving workforce training directly related to priority occupations and high-value pathways prior to secondary graduation.
- Maintain, or establish, certified Work-Ready Communities in partnership with local stakeholders (i.e., economic developers, chamber of commerce, etc.).
- Increased percentage of students who leave high school with a documented career plan.

IMPORTANT DETAILS AND HOW TO APPLY

This is a grant-funded position through AccelerateMS and Southern Mississippi Planning and Development District (SMPDD). The Career Coach will have oversight by SMPDD, but the employer of record will be a staffing agency. The start date is no earlier than July 1, 2026. The agreement will be for up to one year. There is a possibility of an extension depending on the availability of funds from the State of Mississippi and AccelerateMS.

The starting salary is $45,000. This is an annual salary based on 12 months of work. The monthly pay will be equal to the total salary divided by 12 months. If a start date is not the first of the month, then the pay will be pro-rated based on the start date for that month. Some leave benefits will be offered but health insurance is not paid by SMPDD or the staffing agency.

To apply – send cover letter and resume to ndiaz@smpdd.com. Applications should be submitted as soon as possible.

Career Coach positions are currently available in the following counties: Lauderdale.