

Arkansas Department of Career Education

Functional Job Description - College and Career Coach

Classification Title: Education Counselor Class Code: E032C Grade: C119

Job Summary

The Education Counselor position will function as a College and Career Coach. While the services of the identified College and Career Coaches will be available to any Arkansan, the College and Career Coach will specifically target those adults who are principally in need of career planning. The Career Coach advises high school, adult, and/or English Language Learner (ELL) students regarding information, procedures and academic requirements for admission into colleges/universities, along with support for life skills needed for student success. The Coach will ensure students are provided a continuum of services to span adult education instruction to General Educational Development (GED) graduation, to post-secondary education and the workforce.

The College and Career Coach will assist students in exploring careers, evaluating academic abilities, and setting goals. This individual will provide resources such as student information packets, transition guides, and recruitment materials. Students and adults will be specifically targeted. Career Pathways participants, Temporary Assistance for Needed Families (TANF) and TANF-eligible students and adults are included. Assistance will be provided to adults who are unemployed or who face job loss if they cannot acquire the skills to transition from one career to another.

This is a temporary, fulltime grant-funded position with a projected ending date of June 30, 2014. The grant is valid only if federal funds are available. Irregular work hours may be needed, which may include weekends. Extensive travel to assigned Arkansas counties is required, which may include some overnight travel. The candidate must have a valid Arkansas driver's license, proof of liability insurance, and reliable, dependable transportation. A traffic violations report will be requested, and a criminal background check will be conducted for each candidate who is recommended for hire.

Education and Professional Work Experience

A minimum of a baccalaureate degree in Business Management, Business Administration, Education, Psychology, Social Science, or a closely related academic discipline from an accredited college or university.

A minimum of two years of experience, with at least one year of academic advising experience and/or education is required. Professional experience in an academic setting as a graduation coach, counselor, or a transition specialist is essential.

The College and Career Coach must possess certification as a Career Development Facilitator, or must earn certification within one year of date of hire.

Arkansas Department of Career Education

Functional Job Description - College and Career Coach

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The ability to effectively utilize Career Inventories, or the capability to learn, utilize, and analyze a Career Inventory System and reports. Ability to generate and to analyze qualitative and quantitative reports is needed. Proficiency in Microsoft Office software is required.

The College and Career Coach must demonstrate initiative as a self-starter, be analytically astute, exercise good judgment, and highly motivated to competently achieve performance expectations with minimal supervision. A high level of integrity is essential to be successful as a College and Career Coach. The candidate must be able to effectively communicate orally and in writing. Public presentation experience is needed. Management and organizational skills are required with attention to detail.

Job Duties and Responsibilities

Provide early outreach to low-income students and adults with information about the importance of postsecondary education, as well as accurate information on how to prepare, apply, and pay for college.

Assist students in identifying a career by setting goals, administering interest inventories and skills assessments, and developing portfolios.

Provide information on careers, career pathways, and educational requirements.

Identify the educational and career options appropriate for each student and assist with the analysis of each option, including possible outcomes and their implications.

Conduct weekly presentations on topics such as job search, interview, and study skills.

Serve as a liaison between the adult education program, postsecondary education, Workforce Investment Boards (WIBS) and community service agencies to provide integrated education and training services (college tours, job fairs, mentoring, internships, job shadowing, visits to business and industry).

Develop transition materials and resources to assist students.

Track student's progress of academic, career and personal growth by working collaboratively with instructional staff.

Connect students and adults to support services that will ease the transition to postsecondary education.

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Functional Job Description - College and Career Coach

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Provide information on how to earn the General Educational Development (GED) credential and the Workforce Alliance for Growth in the Economy (WAGE) certificate.

Connect educationally disadvantaged students and adults to “bridge programs” that teach basic academic skills in the context of training for advancement to better jobs and postsecondary education.

Connect adults to academic enrichment activities such as study groups, tutoring, and workshops on study skills.

Other duties may be assigned, which relate to the mission and goals of the Arkansas Works program and the mission of Adult Education.

NOTE TO APPLICANTS

There are six (6) College and Career Coach positions for which a candidate will be selected. Each position number will be posted on the Arkansas State jobs website, www.arstatejobs.com. There are Arkansas counties assigned to each position number, as specified below, to and within which travel is required.

Each applicant must respond to all of the questions delineated on the employment application. Not Applicable (N/A) is not an acceptable response.

An applicant must separately apply for each position number in which he/she is interested. If a candidate does not apply for a specific position number, he/she **cannot** compete for that position because his/her name will not be on that list. Review the assigned Arkansas counties to each position number below. Apply for each position number in which you are interested through the Arkansas State jobs website, www.arstatejobs.com. Upload your detailed resume with your application.

College and Career Coach Position Numbers	Assigned Arkansas Counties
22157895	Greene, Jackson, Mississippi, Poinsett, and Woodruff
22157896	Baxter, Boone, Carroll, Fulton, Madison, Marion, Izard, Newton, Sharp, Stone, Van Buren, and White
22157897	Crittenden, Lee, Monroe, Phillips, and St. Francis

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College and Career Coach Position Numbers	Assigned Arkansas Counties
22157898	Bradley, Chicot, Desha, and Jefferson
22157899	Calhoun, Cleveland, Columbia, Dallas, Hempstead, Lafayette, Little River, Ouachita, Miller, and Nevada
22157900	Pulaski