



AVENUE SCHOLARS Southwest Iowa

A Charles E. Lakin Foundation Initiative

Job Title: High School Career Coach

Department: Operations

Reports To: Executive Director

Status: Full-time

Date: February 2023

Job Summary:

Lead recruitment and selection of Avenue Scholars Southwest Iowa program participants at assigned high school(s). Provide year-round intrusive support, education, and resources to high school juniors and seniors who participate in the Avenue Scholars Southwest Iowa program. Build strong relationships with students and guide them in discovering and exploring their strengths, skills, and career interests. Teach students the necessary skills to be successful and productive students, colleagues, employees, and citizens. Guide students in successfully completing their high school education while preparing them for any required postsecondary education/training and entry into a meaningful career. Collaborate effectively with co-workers, personnel at assigned high school(s), and other external stakeholders to facilitate program delivery. Engage with businesses to facilitate career exposure and employment opportunities for supported students.

Duties and Responsibilities:

- Leads recruitment and selection of program participants at assigned high school(s).
- Provides students with academic, emotional, and social support before, during, and after school activities, as well as during the summer months. This one-on-one mentoring and advising in relation to personal, family, school, college, career, and other issues is provided both inside and outside the school setting.
- Promotes student growth and progress by assessing individual needs and determining a suitable course of action to meet realistic and attainable personal, academic, and career goals.
- Connects students with community agencies and resources, as necessary, to address individual needs.
- Plans and prepares lessons, teaches high school classes, and grades assignments. Places an emphasis on developing strong academic and professional skills and behaviors that will serve students well as they enter postsecondary education/training and become a part of the workforce.
- Establishes and maintains positive relationships and regular communication with staff and administration at assigned high school(s).
- Collaborates effectively with Avenue Scholars colleagues and external partners to ensure students have a successful transition from high school, to community college, to a meaningful career.
- Prepares students for college by helping them set realistic expectations and teaching them the necessary skills to be successful and productive students.
- Assists students in exploring career options and determining what career may align with

their interests, skills, and abilities. Facilitates and attends student career exploration events.

- Cultivates and develops relationships with area businesses to ensure student employment opportunities.
- Performs summer activities such as writing curriculum, planning, and supervising student-centered activities, and maintaining relationships with students and their employers.
- Monitors student progress. Collects data such as grades and attendance records.
- Gathers information from families, guardians, teachers, coaches, employers, and relevant others. Prepares progress reports and communicates this information as necessary.
- Develops and maintains a strong understanding of challenges facing, and best practices for serving, students growing up in poverty.
- Engages with area businesses to facilitate career exploration and employment opportunities for students.
- Performs other duties as assigned.

Education:

- Bachelor's degree in a relevant education field is required.
- Master's degree in a relevant education field is preferred.

Experience:

- Teaching experience preferred.
- Equivalent years of education and experience may substitute for these requirements.
- Bilingual skills are preferred.

Certifications/Licenses:

Iowa educator's certificate/permit with secondary-level endorsement is preferred or master's degree.

Knowledge, Skills, Abilities and Other Characteristics:

- Knowledge of basic adolescent development and teaching fundamentals.
- Knowledge of high school policies and procedures.
- Knowledge of scholarship opportunities as well as local postsecondary education/training options.
- Knowledge of school and community resources available to meet student needs.
- Knowledge of high-demand, financially sustaining career options in area job market.
- Ability to effectively manage a classroom, engage students, and facilitate progress among a variety of learners within a classroom.
- Ability to develop and provide meaningful curriculum and experiences that benefit students' readiness for postsecondary education/training and careers.
- Ability to understand student challenges and assist them in problem solving and goal setting.
- Ability to advocate for students and represent the organization in a positive, professional manner.
- Ability to relate well with diverse populations and at-risk teens and young adults.
- Ability to develop and maintain positive working relationships with students, parents, co-workers, and community partners.
- Ability to work productively independently as well as in a team setting.
- Must be outgoing, patient, persistent, flexible, personable, positive, self confident, a self-starter, and upbeat.

- Strong planning, problem-solving, and analytical skills.
- Strong organizational skills and ability to multi-task.
- Excellent listening and communication (oral and written) skills.
- Must operate with a high degree of professionalism and accountability.
- Must be punctual in attending work-related events, responding to communication, and completing assigned tasks.

Work Environment:

During the academic year, this position works within the high schools daily. During the summer, this position works at the Avenue Scholars SWI offices. In addition, this position may work within postsecondary educational institutions, and area businesses.