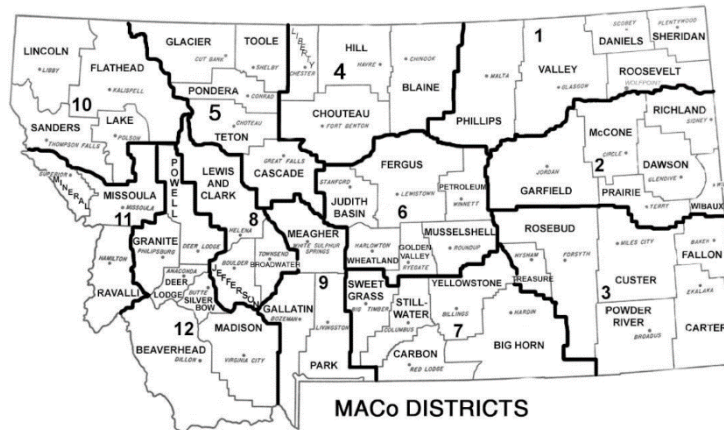




Montana Ready Career Coach

Utilizing the Montana Association of County Regions, Career Coaches will be needed for each of the eleven regions. (*Note: Regions 1 and 2 are combined. See map below.*) Each Coach will be responsible for overseeing the Montana Ready Initiative with junior high, high school, and adult education students in their region.



GENERAL STATEMENT

Career coaches will serve a critical role in the success of meeting the data measures of Perkins but more importantly the overall success of meeting the goals of each student in their chosen career pathway. Career coaches will be instrumental to meeting the glaring demands of the Montana workforce and accelerate filling the skills gap through this important work.

Each Career Coach is responsible for the overall organization, management, and success of Montana Ready in their region. Each Career Coach oversees career exploration and work-based learning (WBL) guidance to include internships and/or apprenticeships, job shadowing, student employment, and employer relations. Career Coaches will work with administrators, counselors, and teachers from the schools in their region. For external engagement, Career Coaches will develop and maintain partnerships with business and industry to advance Montana Ready in order to meet the student's chosen career pathway.

DUTIES AND RESPONSIBILITIES

Montana Ready Development

- Provide career pathway development guidance for middle school, high school and adult education students through development of a personal portfolio through the Montana Career Information System.
- for middle and high school students.
- Assist guidance counselors, parents, and students with college admissions, financial aid—including FAFSA—and registration procedures.
- Provide information to educators, students, and their families regarding the current job market and career choices using Montana Department of Labor and Industry Labor Market Information (LMI) data.
- Conduct classroom presentations promoting college and career programs and activities.
- Schedule and attend college campus tours and industry tours with students.
- Assist with coordinating job shadowing and other work-based learning opportunities for students to include Worlds of Work (WOW) events.
- Develop and maintain WBL recruiting procedures with school administrators, teachers, counselors, parents, students, and business/industry.
- Promote public awareness of the Montana Ready Initiative.



- Coordinate marketing and publicity of Montana Ready with OPI communications team for OPI website, OPI Compass articles and outside news sources.
- Partner with employers to plan and implement WBL opportunities.
- Monitor and maintain the career coach budget and data reporting.
- Attend appropriate regional committees and advisory boards.
- Work collaboratively with CTSOs of each school and assist in partnerships with business/industry
 - Assist with engaging student WBL experiences with active CTSOs in regional schools and active student participation in CTSO
- Coordinate WBL advisory board. Board will include any or all of the following: Two and four year college chairs, K-12 school representatives, and business/industry partners. *Use the SWIB board as structure. Purpose is to steer WBL opportunities in accordance with LMI.*

DESIRED QUALIFICATIONS – EXPERIENCE, EDUCATION, KNOWLEDGE, AND SKILLS

- Associate Degree in Education, Counseling, or Business or equivalent combination of work experience and education.
- Experience working in business/industry preferred.
- Pleasing personality, enthusiastic, positive attitude, evidence of trustworthiness; knowledge in business and industry; and effective human relations skills.
- Effective oral and written communication skills.
- Knowledge of what it takes to be successful in the world of work.
- Knowledge of current employment trends.

PREFERRED QUALIFICATIONS – EXPERIENCE, EDUCATION, KNOWLEDGE, AND SKILLS

- Experience in a similar position
- Experience working in Human Resources, Industrial/Organizational Management or other field relevant to educating students about the “world of work”
- Demonstrated ability to effectively communicate with diverse populations
- Demonstrated experience researching new ideas/concepts and sharing information.
- Demonstrated experience working with middle school, high school, and adult students or similar populations as a mentor/advisor.
- Demonstrated experience in creating, implementing, and assessing programs.

THE SUCCESSFUL CANDIDATE WILL

- Possess a desire to work with K-12 through adult education students.
- Have a proven ability to work independently and in a team environment.
- Possess sound decision-making skills.
- Possess an enthusiastic approach and a high level of integrity.
- Have the ability to represent Montana Ready in a professional manner.
- Possess the ability to manage and maintain confidential information.

OTHER

Remote/Telework Position: Candidate must have excellent internet and cellphone service.
Travel required within region as well as state-wide when necessary.