

Wilkes Career Coach Specific Job Duties

- Attend WCC and school staff meetings
- Report to WCC Lead Career Coach, follow all school staff policies/procedures
- Work collaboratively with school counselors, CDCs, GEAR UP Coordinators, teachers and administrators to plan career development activities specific to the needs of students at each individual high school.
Some examples would include:
 - Career planning activities specific to 9-12th grade students
 - Facilitate group career planning sessions
 - Outreach activities for students/families such as college information nights, financial aid and scholarship workshops at each high school
 - Contact, schedule, and arrange guest speakers from the local business community and WCC to present information regarding specific occupations and necessary education/training
 - Promote opportunities for job shadowing, mentoring, internships, and visits to business and industry (CDC would be lead on these areas)
 - Assist in school-wide events such as College Application Week, registration/scheduling, Back to School events, career fairs, etc.
- Provide one-on-one career counseling, assist students with developing a career/educational plan
- Prepare students for success in CCP courses (clear expectations provided, online readiness explored); Assist in CCP orientations
- Assist students with the completion of CCP course registration as needed
- Assist with placement testing
- Monitor CCP students and advise course selection based on credential completion and student goals
- Maintain records of career development activities/advising and number of students served (if possible using online platform)
- Conduct workshops and sessions for students and parents that focus on the WCC admissions process and programs of study
- Assist in communicating WCC policy and procedure information to students and parents
- Track and follow-up with 12th grade students who are planning to attend WCC
- Assist with WCC recruiting and outreach activities (Discovery Day, Carnival, etc.)
- Serve as contact for initiatives to bring students to WCC campus and for WCC representatives visiting a high school
- Schedule WCC campus tours and program information sessions in coordination with Director of Recruiting
- Connect each month with one new local/regional business/employer to complete a one-page information document about the company, education and skills required and level of commitment to the education pipeline connection