

PLEASE POST
July 28, 2021

ANNOUNCEMENT OF VACANCY

The following **Contracted Service** position exists in the Bluffton-Harrison Metropolitan School District for the 2021-2022 school year.

AREA 18 CAREER & TECHNICAL EDUCATION

Career Coach

Job Description: Area 18 intends to contract with an individual currently working in the career coaching space or is willing to take part in professional development to gain career coaching skills such as, but not limited to, the Skillful Indiana Governor's Coaching program. This will provide career coaching and counseling services to Area 18 students, guidance counselors, and additional support to teaching staff as they work to introduce students to multiple industry segments. They will also provide a connecting point for business partnerships that currently exist and those that will be fostered during the grant year. An Associates Degree Required.

Responsibilities: The Career Coach Pathway Specialist will:

- (1) Support students, teachers, and guidance counselors in the transition for Next Level Programs of Study.
- (2) Attend professional development and provide leadership in the development of an effective program of study placement.
- (3) Assist staff in the development of career pathways for their program area.
- (4) Conduct career pathway workshops for students, including jobs skills and mock interviews
- (5) Assist staff in working with students of special populations.
- (6) Expand business partnerships with the cooperative.
- (7) Conduct school counselor training sessions for all Area 18 schools
- (8) Work directly with County Economic Development to support the needs of each county.
- (9) Coordinate efforts to create connections to local businesses for Advisory Committees and Work-Based Learning opportunities.
- (10) Create career coaching materials that can be used at any school.
- (11) Execute lesson plans for Preparing for College and Careers courses.
- (12) Conduct follow up surveys with employers and students
- (13) Other requirements as needed on a case-by-case basis.

Salary: \$ 25-28 per hour as a Contracted Service, does not include benefits.

Contract Term: One-hundred ninety (190) days

Completed application and a letter of interest should be submitted to the building administrator via email at bkloer@bhmsd.org.

Brittany Kloer
Ph: 260.824.4602
Email: bkloer@bhmsd.org

Bluffton-Harrison Metropolitan School District

805 EAST HARRISON STREET
BLUFFTON, INDIANA 46714
PHONE: 260-824-2620 FAX: 260-824-6011

www.bhmsd.org/employment

AREA 18 CAREER AND TECHNICAL EDUCATION Career Coach

Bluffton-Harrison Metropolitan School District does not discriminate in hiring or employment on the basis of race, color, sex, age, handicap, religion, or national origin. No question on this form is intended to secure information to be used for such discrimination. This application will be given every consideration, but its receipt does not imply that the applicant will be interviewed or employed. Applications and other supporting materials must be received on or before August 16, 2021.

Personal Data

Name _____
Last First Middle

Home Address _____
Street City State Zip

Telephone _____

Mobile _____

E-mail Address (optional) _____

Current Position/School Corporation _____

Length of Service: Current Corporation _____ years Current Position _____ years

Should this application be treated as confidential with regard to your present employer? Yes ___ No ___

What other related valid certificates do you hold?

Education

High School - Location and Date of Graduation _____

<u>Institution/Location</u>	<u>Dates Attended</u>	<u>Major/Minor</u>	<u>Degree</u>	<u>Date</u>
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Professional Experience and/or Employment

<u>Position</u>	<u>Organization</u>	<u>Date</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

References

List the name of the persons who know you and your work. Please request at least three persons to forward by mail, fax or email a letter concerning your qualifications for this position.

<u>Name</u>	<u>Position</u>	<u>Address</u>	<u>Telephone Number</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional information about Area 18 Career and Technical Education can be found at <http://www.area18.org>.

All applications and supportive materials will be treated confidentially if requested. Applicants are requested not to contact members of the Board of School Trustees or members of the Area 18 Board except as requested. Each applicant will be informed of the Board's selection.

Application Procedure

1. Submit completed application and supporting materials to:

ATTN: Brittany Kloer, Area 18 CTE Director
bkloer@bhmsd.org
2. The following should be submitted:
 - Personal letter of intent
 - Properly completed application
 - Current resume
 - College or University placement credentials
 - At least two letters of recommendation
3. Completed application and supporting materials must be submitted by August 16, 2021.
4. The review and selection process will begin August 17, 2021.
5. The selection of the Career Coach is anticipated by September 1, 2021.

Other Questions

1. Are you presently being investigated or under procedure to consider your discharge for misconduct by your present employer?
Yes _____ No _____

2. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?
Yes _____ No _____

3. Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual conduct with another person, mishandling of funds, or criminal conduct?
Yes _____ No _____

4. Have you ever been charged with or investigated for physical or sexual abuse of another person?
Yes _____ No _____

5. Have you ever been charged with, pleaded guilty or "no contest" to, or been convicted of any other crime of moral turpitude?
Yes _____ No _____

6. Have you ever been convicted of a misdemeanor and/or felony, or ever entered a plea of guilty or a plea of "no contest" or has any court ever deferred further proceedings without entering a finding of guilty or placed you on probation for any crime?
Yes _____ No _____

If you answered yes to any one of the previous six questions, please explain on a separate piece of paper and attach. Include the date of the incident, charge, and court action taken, the offense in question, and the address of any court involved.

Authorization and Release

I authorize the Bluffton-Harrison Metropolitan School District to check my employment history, including without limitation, reference checks, and to seek the release of investigatory information, including a "limited criminal history," possessed by any private or public employer or any local, state, or federal agency. I authorize these private or public employers or local, state, or federal agencies to provide the Bluffton-Harrison Metropolitan School District any information they may release concerning the matter described herein, and I will cooperate to the extent necessary to obtain the release of this information.

I expressly waive in connection with any request for, or provision of such information, any claims or causes of action including without limitation, defamation, infliction of emotional distress, invasion of privacy or interference with contractual relations that I might otherwise have against the Bluffton-Harrison Metropolitan School District, its officials, employees, trustees, or agents, or against any individual, corporate, and/or agency provider of such information. I have read this authorization and release of all claims, and I expressly agree to the terms set out herein.

I understand that any false or misleading information on this application shall be fully sufficient grounds to be refused employment and/or have a contract terminated.

(Signature)

(Date)