



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

July 31, 2025

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey *EGM*
State Superintendent of Education

SUBJECT: Fiscal Year (FY) 2026 Allocations for Career Coaches

Career and Technical Education (CTE) career coach allocations for FY 2026 will be funded in the amount of \$106,628.00. This allocation includes salaries and benefits in the amount of \$77,616.00, Other Current Expense (OCE) in the amount of \$27,254.00, and classroom instructional supply funds in the amount of \$1,758.00.

An updated copy of a sample Career Coach Job Description and a list of local education agencies (LEA) career coach allocations for FY 2026 and each career coach allocation funding method, are attached. Funds for foundation-program-funded career coach allocations are listed on the attached list of career coach allocations and listed as an additional CTE director in the [FY 2026 LEA Unit Breakdown report](#). Funds for foundation-program-funded career coaches will be sent monthly with the state funds electronic transfer beginning October 2025 through September 2026 and should be budgeted and expended using Revenue and Fund Source 1110. Funds for Career and Technical Initiative-funded career coach allocations will be funded via a Memorandum of Agreement on a reimbursement basis and should be budgeted and expended using Revenue and Fund Source 1284. Any unused funds not expended by September 30, 2026, will revert back to the Alabama State Department of Education.

If you have any questions, please contact Mr. Mark McGhee, Education Administrator, by telephone at 334-694-4760 or by email at mark.mcgee@alsde.edu

EGM:MM

Attachments

cc: City and County Chief School Financial Officers
City and County Career and Technical Education Directors
Mrs. Angela Martin
Mr. Arthur Watts, Jr.
Mr. Dodd Hawthorne
Ms. Dawn Morrison
Mrs. Lynn Shows
Mr. Ethan Taylor
Mrs. Lisa Stanley

FY25-2067

Alabama
State Board
of Education

Governor Kay Ivey
President

Jackie Zeigler
District I

Tracie West
District II

Kelly Mooney
District III
President Pro Tem

Yvette M. Richardson, Ed.D.
District IV

Tonya S. Chestnut, Ed.D.
District V

Marie Manning
District VI
Vice President

Allen Long, M.D.
District VII

Wayne Reynolds, Ed.D.
District VIII

Eric G. Mackey, Ed.D.
Secretary and
Executive Officer

Alabama Career Coach

2025-2026 SAMPLE JOB DESCRIPTION

QUALIFICATIONS

Required:

- Bachelor's Degree
- Ability to pass a background check

Preferred:

- Experience working in business/industry
-

KNOWLEDGE, SKILLS, AND ABILITIES

- 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.
-

DUTIES

- Represent the Career Coach Program in local schools and conduct public relations efforts to promote Career and Technical Education programs.
 - Possess a working knowledge of the Alabama Career Development Model and assist with its implementation in Grades K-12.
 - Provide career development guidance for students in Grades K-12 with emphasis on Career and Technical Education programs.
 - Plan and implement student recruitment activities for Career and Technical Education programs.
 - Possess a working knowledge of the Alabama Career Planning System and the Alabama Talent Triad assist with its implementation in Grades K-12.
 - Assist students in Grades K-12 with career exploration activities and career assessments.
 - Assist 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.
 - Conduct classroom presentations promoting college and career programs and activities.
 - Schedule and attend college campus and industry tours with students.
 - Assist with coordinating job shadowing and other work-based learning opportunities for students.
 - Maintain ongoing database of career coach services available and submit reports of completed activities.
 - Assist LEA with College and Career Readiness initiatives.
 - Engage community partners including the local Chamber of Commerce, Economic Development Board, and postsecondary institutions.
 - Participate in Regional Workforce Council meetings and events.
 - Comply with all policies of the LEA and the Alabama State Department of Education.
-

REPORTS TO

- Career and Technical Education Director

LEA	Total LEA Career Coach Allocation	FY26 Funding Method	
		Foundation Funded	Career Tech Initiative / MOA Funded
Alabama Aerospace and Aviation	1		1
Alabaster City	2	0.67	1.33
Albertville City	1	1	
Alexander City	1	1	
Andalusia City	1		1
Anniston City	1		1
Arab City	1		1
Athens City	1		1
Attalla City	1		1
Auburn City	2	1	1
Autauga County	2	1	1
Baldwin County	6	2	4
Barbour County	1		1
Bessemer City	1		1
Bibb County	1	1	
Birmingham City	4	2	2
Blount County	3	2	1
Boaz City	1		1
Breakthrough Charter School	1		1
Brewton City	1		1
Bullock County	1		1
Butler County	2	1	1
Calhoun County	3	2	1
Chambers County	1	1	
Cherokee County	2	2	
Chickasaw City	1	1	
Chilton County	4	2	2
Choctaw County	1		1
Clarke County	1	1	
Clay County	1		1
Cleburne County	1	1	
Coffee County	2	1	1
Colbert County	2	1	1
Conecuh County	1		1
Coosa County	1		1
Covington County	2	1	1
Crenshaw County	2	1	1
Cullman City	1		1

LEA	Total LEA Career Coach Allocation	FY26 Funding Method	
		Foundation Funded	Career Tech Initiative / MOA Funded
Cullman County	4	2	2
Dale County	2	1	1
Daleville City	1	1	
Dallas County	2	1	1
Decatur City	2	1	1
DeKalb County	4	2	2
Demopolis City	1	1	
Dothan City	2		2
Elba City	1		1
Elmore County	2	1	1
Enterprise City	2	1	1
Escambia County	2	1	1
Etowah County	4	2	2
Eufaula City	2	1	1
Fairfield City	1	1	
Fayette County	1	1	
Florence City	1		1
Fort Payne City	1		1
Franklin County	3	2	1
Gadsden City	1		1
Geneva City	1		1
Geneva County	2	1	1
Greene County	1		1
Gulf Shores City	1	1	
Guntersville City	1	1	
Hale County	1		1
Haleyville City	1		1
Hartselle City	1		1
Henry County	1	1	
Homewood City	1	1	
Hoover City	3	1	2
Houston County	3	2	1
Huntsville City	5	2	3
i3 Academy	1		1
Jackson County	3	2	1
Jacksonville City	1		1
Jasper City	1		1
Jefferson County	7	3	4

LEA	Total LEA Career Coach Allocation	FY26 Funding Method	
		Foundation Funded	Career Tech Initiative / MOA Funded
Lamar County	1	1	
Lanett City	1		1
Lauderdale County	4	2	2
Lawrence County	2	1	1
LEAD Academy	1	1	
Lee County	3	2	1
Leeds City	1	1	
Limestone County	4	2	2
Linden City	1		1
Lowndes County	1	1	
Macon County	1	1	
Madison City	3	1	2
Madison County	5	2	3
MAEF Public Charter Schools	1		1
Magic City Acceptance Academy	1		1
Marengo County	1	1	
Marion County	3	2	1
Marshall County	2	1	1
Midfield City	1		1
Mobile County	9	3	6
Monroe County	2	2	
Montgomery County	5	2	3
Morgan County	3	2	1
Mountain Brook City	1		1
Muscle Shoals City	1	1	
Oneonta City	1		1
Opelika City	1		1
Opp City	1	1	
Orange Beach City	1		1
Oxford City	1		1
Ozark City	1		1
Pelham City	1	0.33	0.67
Pell City	1	0.5	0.5
Perry County	1	1	
Phenix City	2		2
Pickens County	1	1	
Piedmont City	1	1	
Pike County	1	1	

LEA	Total LEA Career Coach Allocation	FY26 Funding Method	
		Foundation Funded	Career Tech Initiative / MOA Funded
Pike Road City	1		1
Randolph County	1	1	
Roanoke City	1	1	
Russell County	1	1	
Russellville City	1		1
Saraland City	1	1	
Satsuma City	1		1
Scottsboro City	1		1
Selma City	1		1
Sheffield City	1		1
Shelby County	5	2	3
St. Clair County	3	2	1
Sumter County	1		1
Sylacauga City	1	1	
Talladega City	1		1
Talladega County	4	2	2
Tallapoosa County	2	1	1
Tallassee City	1		1
Tarrant City	1	1	
Thomasville City	1		1
Troy City	1		1
Trussville City	1		1
Tuscaloosa City	2	1	1
Tuscaloosa County	4	2	2
Tuscumbia City	1		1
University Charter School	1	1	
Vestavia Hills City	2		2
Walker County	3	2	1
Washington County	2	2	
Wilcox County	1		1
Winfield City	1		1
Winston County	2	2	