



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



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

August 21, 2020

**MEMORANDUM**

**TO:** City and County Superintendents of Education

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

**SUBJECT:** Fiscal Year (FY) 2021 Allocations for Career Coaches

This correspondence is to inform you of the Career and Technical Education (CTE) career coach allocations for FY 2021 in the amount of \$85,043.00. This allocation includes salaries and benefits in the amount of \$64,028.00, Other Current Expense (OCE) in the amount of \$19,808.00, and classroom instructional supply funds in the amount of \$1,207.00.

Each local education agency (LEA) highlighted in the attachment will serve as the fiscal agent for either one or two career coaches. If the fiscal agent is sharing a coach, the partner LEAs are listed below the fiscal agent. If no other LEAs are listed, the coach will serve only the highlighted schools in your LEA. The expectation is to have a career coach in each high school in the state at least one day a week.

The funds have been listed as an additional career and technical education director in your unit report; however, this allocation funds the salary and benefits and all classroom instructional support funds for one or multiple career coaches.

These allocations are 100 percent state funds and should be budgeted and expended using revenue and fund source 1110 and object code 112. Funds must be expended by September 30, 2021. Any unused funds will revert back to the Alabama State Department of Education. The additional FY 2021 CTE funds will be sent monthly with the state funds electronic transfer beginning October 2020 through September 2021.

A copy of the 2021 Career Coach Job Description and a list of fiscal agents and partner LEAs are attached. If you are the fiscal agent, you are expected to partner with the LEAs sharing the coach in all aspects of the employment process. If you have any questions, please contact Dr. Jimmy Hull, Assistant State Superintendent, at 334-694-4747 or by email at [jimmy.hull@alsde.edu](mailto:jimmy.hull@alsde.edu).

EGM:JH:JB

**Attachments**

cc: City and County Chief School Financial Officers  
City and County Career and Technical Education Administrators  
Dr. Daniel Boyd  
Mr. Andy Craig  
Dr. Jimmy Hull  
Mr. Ethan Taylor  
Mr. Barry Kachelhofer  
Mr. Sean J. Stevens  
Mrs. Jennifer Burt

FY20-2133

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Executive Officer

# CAREER COACH

## 2020-2021 School Year

### QUALIFICATIONS

- ◆ Bachelor's degree in education, marketing, communication or related field **required**.
- ◆ Experience working in industry **preferred**.
- ◆ Pleasing personality; enthusiastic, positive attitude, evidence of trustworthiness; knowledge in business and industry; effective human relations skills.
- ◆ Required: Ability to pass background check.

### PREFERRED KNOWLEDGES, SKILLS, AND ABILITIES

- ◆ Effective oral and written communication skills.
- ◆ Knowledge of what it takes to be successful in the world of work.
- ◆ Knowledge of College and Career Readiness Standards.
- ◆ Knowledge of current employment trends.

### DUTIES

- ◆ Represent the Career Coach Program in local high schools and conduct public relations efforts to promote the CTE programs.
- ◆ Provide career development guidance for high school students with emphasis on technical programs.
- ◆ Plan and implement student recruitment activities for technical programs.
- ◆ Assist prospective students with career exploration activities and career assessments.
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- ◆ Assist prospective students with career exploration activities and career assessments.
- ◆ Assist prospective students with admissions, financial aid, and registration procedures for college admission.
- ◆ Provide guidance to students regarding career choices.
- ◆ Conduct high school classroom presentations promoting college and career programs and activities.
- ◆ Provide prospective students with information regarding the current job market and trends in career choices.
- ◆ Schedule and attend college campus tours and industry tours with high school students.
- ◆ Coordinate job shadowing opportunities for students.
- ◆ Maintain ongoing database of students and classrooms where services are offered.
- ◆ Comply with all policies of the LEA and the Alabama State Department of Education.

### SALARY (10-Month Contract)

Salary & Benefits

\$64,028.00

**Career Coach Allocations  
2020-2021**

**System(s) Served**      **Number of Career Coaches**

<b>Albertville City</b>	1
Boaz City	
<b>Guntersville City</b>	1
Arab City	
<b>Baldwin County</b>	2
<b>Gulf Shores City</b>	1
Baldwin County	
<b>Blount County</b>	2
Oneonta City	
<b>Calhoun County</b>	2
<b>Piedmont City</b>	1
Jacksonville City	
<b>Cherokee County</b>	1
<b>Chilton County</b>	2
<b>Cleburne County</b>	1
Oxford City	
Anniston City	
<b>Cullman County</b>	2
Cullman City	
<b>Dallas County</b>	1
Selma City	
<b>DeKalb County</b>	2
Ft. Payne City	
<b>Etowah County</b>	2
Attalla City	
Gadsden City	

**System(s) Served**      **Number of Career Coaches**

<b>Morgan County</b>	1
<b>Decatur City</b>	1
Hartselle City	
<b>Russell County</b>	1
Phenix City	
<b>Shelby County</b>	2
<b>Pelham City</b>	0.5
<b>Alabaster City</b>	0.5
<b>Colbert County</b>	1
Sheffield City	
<b>Muscle Shoals City</b>	1
Florence City	
Tuscumbia City	
<b>Franklin County</b>	2
Russellville City	
<b>Winston County</b>	1
Haleyville City	
<b>Marion County</b>	1
<b>Marshall County</b>	1
<b>Jackson County</b>	2
Scottsboro City	
<b>Tuscaloosa County</b>	2
<b>Tuscaloosa City</b>	1
<b>Bibb County</b>	1

**System(s) Served**      **Number of Career Coaches**

<b>Lowndes County</b>	1
Pike Road City	
<b>Elmore County</b>	1
<b>Crenshaw County</b>	1
Opp City	
Andalusia City	
<b>Macon County</b>	1
Bullock County	
Tallassee City	
<b>Monroe County</b>	1
Wilcox County	
<b>Escambia County</b>	1
Brewton City	
<b>Coffee County</b>	1
Elba City	
<b>Pike County</b>	1
Troy City	
<b>Enterprise City</b>	1
<b>Houston County</b>	1
<b>Eufaula City</b>	1
Barbour County	
<b>Lee County</b>	1
<b>Chambers County</b>	1
Lanett City	
<b>Auburn City</b>	1
Opelika City	

<b>Jefferson County</b>	3	
<b>Birmingham City</b>	2	
<b>Fairfield City</b>	1	
Bessemer City		
Midfield City		
<b>Tarrant City</b>	1	ALSDE Duties
Vestavia Hills City		
Mountain Brook City		ALSDE Duties
<b>Hoover City</b>	1	ALSDE Duties
<b>Homewood City</b>	1	
<b>Leeds City</b>	1	
Trussville City		
<b>Lauderdale County</b>	2	
<b>Lawrence County</b>	1	
<b>Limestone County</b>	2	
Athens City		
<b>Madison County</b>	1	
<b>Madison City</b>	1	
<b>Huntsville City</b>	2	
<b>Mobile County</b>	3	
<b>Saraland City</b>	1	
Satsuma City		
<b>Chickasaw City</b>	1	
ACCELL Academy		
<b>Montgomery County</b>	2	

<b>Demopolis City</b>	1	
Hale County		
<b>Perry County</b>	1	
<b>Fayette County</b>	1	
Winfield City		
<b>Lamar County</b>	1	
<b>Pickens County</b>	1	
Greene County		
<b>University Charter</b>	1	
Sumter County		
<b>Walker County</b>	2	
Jasper City		
<b>St. Clair County</b>	1	
<b>Pell City</b>	0.5	
<b>Roanoke City</b>	1	
Clay County		
Randolph County		
<b>Talladega County</b>	2	
<b>Sylacauga City</b>	1	
Talladega City		
<b>Tallapoosa County</b>	1	
Alexander City		
Coosa County		
<b>Marengo County</b>	1	
Linden City		
<b>Autauga County</b>	1	
<b>Butler County</b>	1	
Conecuh County		

<b>Clarke County</b>	1	
Choctaw County		
Thomasville City		
<b>Washington County</b>	1	
<b>Dale County</b>	1	
Daleville City		
Ozark City		
<b>Covington County</b>	1	
<b>Geneva County</b>	1	
Geneva City		
<b>Henry County</b>	1	
Dothan City		