

**Kentucky Educational Development Corporation**

**904 West Rose Road**

**Ashland, KY 41102**

**Position:** Youth Career Connect Grant / Career Counselor (1.0 FTE – 100%) 190 Contractual Days

**Comments:** This position is a 2.5 year arrangement. If necessary, KEDC will work with individuals through a MOA for an employee within a school district. Interested applicants may learn more about the Youth Career Connect Grant at [www.ycc10.webs.com](http://www.ycc10.webs.com).

**Job Location:** The Career Counselor will work at two locations – Lynn Camp High School in Corbin, KY and Knox Central High School in Barbourville, KY.

**Start Date:** July 1, 2016

**Qualifications:** A Kentucky Teaching certificate is required with an administrative certificate preferred at the secondary level; CTE background preferred but not required; Project Lead The Way programs experience preferred; prior experience in coordination of building level projects.

**Duties:** The Career Counselor for the Youth Career Connect Program will provide support to the assigned high schools and to the YCC Program Director at KEDC on activities and services. These include: arranging an observation schedule with the school's principal and teachers, attend all Advisory Council meetings, attend and host YCC Group Meetings, attend individual schools site based council meetings or professional learning committees, data collection, input data requirements into the Participant Tracking System (PTS), assist in professional development opportunities as needed, and recruit new employers to serve in the YCC Grant (emphasis in Health Care, Technology, Engineering, Manufacturing, and Industry). The YCC Career Counselor will be available to help facilitate implementation of the project, development of the project goals and objectives, will cultivate (job placements, mentoring, internships, and shadowing activities), facilitate college credit course(s); help students establish career pathways, and review high school program of studies for all participating students. Career Counselors will also need to be available for traveling with students to a summer skills camp and career events that are offered by our YCC contractual partners. Career Counselors will also keep the YCC grant informed with weekly/monthly updates through social media and school newsletters. YCC Career Counselors will oversee Individualized Career/Academic Counseling and leadership development through YCC Student Groups, and the Mentorship Program.

**Other Job Responsibilities:** With the help of our YCC Network and Partners, the YCC Career Counselor will incorporate activities that will develop competencies in academic areas, social skills, and behaviors demanded by the high-growth H-1B industries. **Building a strong partnership community with employers and is a must with this position.** Assisting students with their *Individual Learning Plans (ILPs)* will be needed throughout the course of the YCC Grant along with students with special needs. Other responsibilities include:

- ✓ Help Identify work-based learning experiences
- ✓ Meet with each student once per quarter and provide one service event per quarter
- ✓ Placement into a Mentorship program
- ✓ Placement into an Internship with employers
- ✓ Assistance with FAFSA

- ✓ Career Goals
- ✓ Assist with Courses
- ✓ Resume preparation
- ✓ Work Readiness Skills
- ✓ Identify a good fit based on academic progress
- ✓ Assistance with obtaining employment
- ✓ Provide guidance for Career Fairs and Parent Sessions

**Contact:** Please email a [KEDC job application](#), resume, and 3 letters of recommendation to [clabe.slone@kedc.org](mailto:clabe.slone@kedc.org) or you may mail them to our KEDC Lexington location.

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