

Supplemental Contract

Career Mentor for High School Student

Pay Rate: \$1500 flat

Position Overview:

The Mid-Ohio ESC Career Mentor for High School Students will provide personalized guidance and mentorship to high school students, helping them explore career paths, develop job readiness skills, and make informed decisions about their future. This position aligns with the Mid-Ohio ESC's career readiness and student support initiatives, aiming to bridge the gap between education and the workforce. The career mentor will work closely with students to understand their interests, strengths, and goals while providing valuable insights into various career fields, post-secondary education options, and job market trends.

Key Responsibilities:

Develop individualized mentorship plans for students, focusing on career exploration, goal setting, and post-graduation planning.

Provide students with information and resources about various career paths, including vocational programs, apprenticeships, internships, and higher education opportunities.

Assist students in identifying their strengths, skills, and interests to help them make informed decisions about their future careers.

Help students develop job readiness skills such as resume writing, interview techniques, networking, and professional communication.

Collaborate with program coordinators, school counselors, teachers, and parents to monitor student progress and support academic achievement in relation to career goals.

Organize and facilitate career exploration activities, such as job shadowing, workplace visits, and guest speakers from various industries.

Provide ongoing encouragement and motivation to help students stay engaged in their career exploration journey.

Help students set short- and long-term career goals and provide strategies to achieve them.

Coordinate with local businesses, colleges, trade schools, and other community resources to provide students with opportunities for internships, job placements, and other career-related experiences.

Monitor and track student progress towards career development goals and make adjustments as needed to ensure success.

Support students in preparing for standardized tests, applying to post-secondary institutions, or pursuing certifications or specialized training.

Maintain clear communication with students, families, and school staff to ensure alignment between career mentorship and academic success.

Qualifications:

A valid Ohio license associated to the mentorship educational field.

Degree in education and/or related field (Master's preferred).

Strong knowledge of career pathways, vocational training programs, and post-secondary education options.

Ability to foster positive, trusting relationships with students and provide constructive feedback.

Strong communication, organizational, and problem-solving skills.

Ability to work independently and as part of a team to support student success.

Familiarity with local job markets, career trends, and opportunities for student internships, apprenticeships, and employment.

Preferred Skills/Experience:

Understanding of the Mid-Ohio ESC's career readiness programs and student services.

Ability to utilize technology and online resources to enhance career mentorship activities.

Experience in connecting students with community partners, including local businesses and higher education institutions.

Working Conditions:

Occasional travel may be required for job shadowing opportunities, site visits, or professional development related to career mentorship.

Equal Opportunity Employer:

[School District Name] is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities.

This job description ensures that the Career Mentor role is aligned with the Mid-Ohio ESC's career readiness initiatives and expectations, providing a robust framework to support high school students in their career exploration and development. The mentor helps guide students through the process of making informed decisions about their future while connecting them with local opportunities.

Employee

Date

Director

Date