

**MEMORANDUM OF UNDERSTANDING – CAREER ADVISORS**  
**Between**  
**SUNCOAST WORKFORCE BOARD, INC.**  
**And**  
**THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA**

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This Agreement is entered into this 22<sup>nd</sup> day of July, 2008, effective June 30, 2008, by and between the Suncoast Workforce Board, Inc., 1750 17<sup>th</sup> Street, Building J-2, Sarasota, Florida 34234, hereafter referred to as Suncoast Workforce Board or “SWB”, and The School Board of Sarasota County, Florida, 1960 Landings Boulevard, Sarasota, Florida 34231, hereinafter referred to as School Board.

**PURPOSE**

The SWB will provide six Career Advisors to the SBSC as a special project by the SWB to perform services in accordance with its mission to provide career related services to the community at large. The job description for Career Advisors is incorporated into this Agreement. This Agreement delineates the relationship and responsibilities shared by the SWB and the SBSC. Under this special project, Career Advisors provided by the SWB will provide described in this Agreement to students at high schools in Sarasota County. The SWB will review the need for this special project periodically to ensure that the mission and needs of the SWB are being served through this special project.

**CAREER ADVISOR JOB DESCRIPTION**

1. The Career Advisor will provide career education services to students, including the development and maintenance of each student's Career and Academic Planning Portfolio through use of CHOICES, Bridges, and FACTS.org, in alignment with the State of Florida guidance, career exploration, and career major requirements.
2. The Career Advisor will be responsible for administration of interest inventories, learning style and values assessments, and other tools that will assist incoming high school students with appropriate selection of career-themed Small Learning Communities and Career and Technical Education programs.
3. The Career Advisor will coordinate related internships and job shadowing experiences to connect students to employers.
4. The Career Advisor will collaborate with the guidance department to ensure the implementation of the comprehensive guidance plan.
5. The Career Advisor will maintain statistics and data as requested by School Board and SWB staff.

## **RESPONSIBILITIES**

### **The School Board of Sarasota County, Florida shall:**

1. Be responsible for assuring that each Career Advisor has been fingerprinted by an authorized law enforcement agency and processed by the State Department of Law Enforcement and the Federal Bureau of Investigation for criminal background checks. The results of all background investigations and fingerprinting will be reported in writing to the Suncoast Workforce Board and the Superintendent of Schools.
2. Provide Career Advisors appropriate training and guidance on documentation and data collection required.
3. Provide Career Advisors appropriate computer access and related training.
4. Be responsible for monitoring this program to assure that programmatic components are implemented in compliance with related laws and regulations and according to the job description outlined herein.
5. Provide Suncoast Workforce Board documentation regarding the quality of service provided.
6. Provide supervision to the Career Advisors in the school environment through appropriate school principals. School Board staff will be responsible for signing and approving time sheets, mileage reimbursement requests and any expense requests and forwarding them to Suncoast Workforce Board. The appropriate high school principal shall notify the Suncoast Workforce Board in writing of any infractions of School Board personnel rules, regulations and policies by a Career Advisor and make disciplinary recommendations to the Suncoast Workforce Board.
7. Assist Career Advisors in recruiting participants and coordinating planned activities, and provide access to students for guidance and assessment, training sessions and field trips.
8. Provide appropriate office space for Career Advisors in their assigned high schools.
9. Provide bi-monthly reimbursement to the Suncoast Workforce Board upon receipt of required financial statements and requests for payment. Reimbursement will be at the rate of \$14,302.64 bi-monthly for a period of eleven months, July 1, 2008 through May 31, 2009, (Total \$314,658.00). The invoices will commence on July 1, 2008 and continue through May 31, 2009. The annualized amount of \$314,658.00 includes benefits available to Suncoast Workforce Board employees including but not limited to employee health insurance, long term disability coverage, 401(k) plan, paid holidays, paid sick and vacation time. Suncoast Workforce Board employee benefits are more fully described in the Suncoast Workforce Board Policies and Procedures Manual. A summary plan description is also available for certain employee benefits; the plan description will control those benefits. Please note that all Suncoast Workforce Board

employees may not be eligible for all Suncoast Workforce Board employee benefits as certain eligibility criteria will apply. Be advised that the Suncoast Workforce Board's provision of benefits is in no way a contract to continue providing such benefits as benefits are subject to funding availability and other conditions. The Suncoast Workforce Board reserves the right to revise benefits as necessary. Suncoast Workforce Board employees will be notified promptly of any changes in employee benefits.

10. Hold harmless, indemnify, and defend the Suncoast Workforce Board, its agents, servants, employees, in their official and individual capacity, from any demand, claim, suit, loss, cost expense, damage, fine, levy, or governmental agency action which may be asserted, claimed or recovered against or from the Suncoast Workforce Board, its agents or employees, in their official or individual capacity by reason of any damage to property or injury or death of any person which arises out of, is incident to, or in any manner connected with this Agreement, specifically including the School Board's routine supervision and the Suncoast Workforce Board's providing of the Career Advisors positions to the School Board. This provision shall survive termination of this Agreement and shall be binding on the parties, successors, representatives and assigns and cannot be waived or varied. Nothing herein shall be construed as a waiver of the School Board's sovereign immunity beyond the statutory waiver as the same may be amended from time to time.

**The Suncoast Workforce Board shall:**

1. Identify six (6) Career Advisors, in cooperation with Sarasota County High School Principals, who will provide services at the following schools:
  - Booker High
  - North Port High
  - Riverview High
  - Sarasota High
  - Venice High
  - Phoenix Academy

The Suncoast Workforce Board will hire the Career Advisors with the mutual agreement of the appropriate Sarasota County High School Principals.

**TERMS OF THIS AGREEMENT**

This Agreement shall be effective as of June 30, 2008, and continue in effect through May 31, 2009, unless terminated by mutual agreement of the parties, terminated as a result of the at-will nature of the employment, or until either party hereto shall cancel it by giving to the other party notice thirty (30) days in advance of the desired date of cancellation. Nothing in this Agreement or the job description, or any other written or oral statements, may be considered a contract for any specific period of time. This Agreement may be modified only with the consent of both parties.

**Suncoast Workforce Board, Inc.**

\_\_\_\_\_  
By: Mary Helen Kress, Executive Director

\_\_\_\_\_  
Date

**The School Board of Sarasota County, Florida**

\_\_\_\_\_  
By: Dr. Kathy Kleinlein, Chair

\_\_\_\_\_  
Date

Approved for Legal Content  
July 3, 2008, by Matthews, Eastmoore,  
Hardy, Crauwels & Garcia, Attorneys for  
The School Board of Sarasota County, Florida  
Signed: ASH

*The School Board of Sarasota County, Florida does not  
discriminate on the basis of race, sex, martial status,  
national origin, religion, handicap, or age, in the operation  
of the school district or in the provisions of services.*

## **SCHOOL DISTRICT OF SARASOTA COUNTY**

### **CAREER ADVISOR JOB DESCRIPTION**

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- ◆ Ability to effectively communicate and use appropriate language and accompanying techniques on one-to-one basis, as well as in groups.
- ◆ Ability to define problems, collect data, establish facts and draw valid, logical conclusions.
- ◆ Ability to establish effective working relationships with peers and associates.
- ◆ Possess and demonstrate appropriate skills in the use of technology in the performance of job tasks.
- ◆ Possess and demonstrate knowledge and ability to use a variety of software program.
- ◆ Ability to perform duties with awareness of all district and requirements and Board of Education policies.

#### **REPORTS TO:**

Supervisor of Student Services and/or designee

#### **SUPERVISES:**

N/A

#### **JOB GOAL:**

- ◆ Ensure the career and content themes of each designated SLC are evident.
- ◆ Increase career awareness and skills related to those themes for both school staff and Students.
- ◆ Support teachers in building SLC related relevance into the curricular and co-curricular offerings of the school.
- ◆ Increase community partnerships and participation directly related to the SLC themes and offerings.
- ◆ Assist students with successful transitions into college and careers.
- ◆ Increase the effectiveness of collaborative planning time and advisory time as it relates to SLC theme and college and career knowledge, skills, and abilities.
- ◆ Provide a bridge of support for students and counselors at middle and high schools.

#### **PERFORMANCE RESOPONSIBILITIES:**

1. Provide career education services to students, including the development and maintenance of each student's Career and Academic Planning Portfolio through use of Bridges CHOICES and FACTS.org, in alignment with the State of Florida guidance, career exploration, and career major requirements.
2. Collaborate with guidance counselors to assist students with making the transition from high school to postsecondary options (including college, SCTI, work, etc) by helping them to secure executive internships, job shadows and/or other student-centered experiences directed toward future success.
3. Act as a resource in the development of career pathways and other smaller learning communities' activities.
4. Provide advocacy and support for the Smaller Learning Communities' concept.

5. Provide coaching and professional development for advisory teachers.
6. Collaborate with guidance counselors/department to ensure the implementation of a comprehensive guidance model.
7. Collaborate with guidance counselors and administrators in order to ensure students understand the different programs of study that are offered in Smaller Learning Communities.
8. Collaborate with guidance counselors to assist middle school students in making the transition to high school using interest inventories results, learning style and values assessments, and/or other tools to select appropriate career-themed Small Learning Communities and Career and Technical Education Programs.
9. Assist in planning and conducting customized teacher training opportunities for Smaller Learning Communities' staff.
10. Collaborate with Smaller learning community staff to select and implement Career and Professional Academies.
11. Collaborate with Small Learning Communities teachers and/or principal designee to provide opportunities for students to earn Florida Ready to Work credentials and industry certifications aligned to their Career and Technical programs of study.
12. Communicate with parents, students, and other community members to explain how smaller learning communities can contribute to improving student achievement.
13. Use appropriate interpersonal styles and methods to motivate, gain commitment and guide individuals and groups to task accomplishment.
14. Participate in district wide professional development workshops and trainings that applies to the role of the career advisor, career pathways, and Smaller Learning Communities.
15. Complete reports timely and accurately that are requested by the District and Suncoast Workforce Board.
16. Access, analyze, and provide data relevant to career inventories, external internships, and business partnerships.
17. Keep principal, supervisor, and/or designee informed of potential problems or unusual events.
18. Exercise proactive leadership in promoting the vision and mission of the District and the high school smaller learning communities.
19. Follow federal and state laws as well as School Board policies, rules, and regulations.
20. Perform other tasks consistent with the goals and objectives of this position.