

MEMORANDUM OF UNDERSTANDING – CAREER ADVISORS
Between
JEWISH FAMILY AND CHILDREN’S SERVICE OF SARASOTA - MANATEE, INC.
And
THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA

This Agreement is entered into this 15th day of June, 2010, effective June 1, 2010, by and between the Jewish Family and Children’s Service of Manatee-Sarasota Inc, 2688 Fruitville Road, Sarasota, Florida, hereinafter referred to as “JFCS”, and The School Board of Sarasota County, Florida, 1960 Landings Boulevard, Sarasota, Florida 34231, hereinafter referred to as School Board.”

PURPOSE

The JFCS will provide six Career Advisors to the SBSC as a special project by the JFCS 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 JFCS and the School Board. Under this special project, Career Advisors provided by the JFCS will provide the services described in this Agreement to students at high schools in Sarasota County. The JFCS and the School Board will review the need for this special project periodically to ensure that the mission and needs of the JFCS and the School Board 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 JFCS staff.

6. The JFCS Career Advisor Job Description is attached hereto and further delineates the services to be provided under this Agreement.

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 JFCS 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 JFCS 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, local mileage reimbursement and any standard expense requests and forward them to the JFCS Vice President of Programs. The appropriate high school principal shall notify the JFCS Vice President of Programs in writing of any infractions of School Board personnel rules, regulations and policies by a Career Advisor and make disciplinary recommendations to the JFCS.
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 reimbursement to the JFCS upon receipt of an invoice for payment. Reimbursement will be at the rate of \$29,545.45 monthly for a period of ten months, July 1, 2010 through April 30, 2011, with a final monthly payment of \$29,545.50 for May 2011, for a total of \$325,000.00. The invoices will commence on July 1, 2010 and continue through May 31, 2011. The amount of \$325,000.00 includes benefits available to JFCS employees including but not limited to employee health insurance, long term disability coverage, 403(b) plan, paid holidays, paid sick and vacation time. JFCS employee benefits are more fully described in the JFCS's Policies and Procedures Manual. The JFCS reserves the right to revise benefits as necessary. JFCS employees will be notified promptly of any changes in employee benefits.

The JFCS 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
2. The JFCS will hire the Career Advisors with the mutual agreement of the appropriate Sarasota County High School Principals.
3. The School Board Funded positions will be subject to all JFCS personnel policies and procedures and work schedule based on a 12-month calendar year or for the consecutive months the agreement is in force.
4. JFCS will establish agreed upon output and outcome measures with the Supervisor of Student Services and/or designee and School Administrators

TERMS OF THIS AGREEMENT

This Agreement shall be effective as of June 1, 2010 and continue in effect through May 31, 2011, 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, at its sole discretion, 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 for an individual Career Advisor. This Agreement may be modified only with the consent of both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

JEWISH FAMILY & CHILDREN'S SERVICE OF SARASOTA-MANATEE, INC.

By: Rose Chapman, President/CEO

Date

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA

By: Shirley Brown, Chair

Date

Approved for Legal Content
June 7, 2010, 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.

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 and School Administrators

Supervisor of Student Services and/or designee to Vice President of Programs

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 RESPONSIBILITIES:

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 Jewish Family & Children's Service.
 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.

REQUIRED TRAINING:

1. All required COA trainings will be attended.
2. Other School Board or JFCS required trainings.

Career Advisor

Date