



**Request for Proposal  
Career Coach Operator FY27 & FY28**

**Section I – Background and Overview:**

The Mississippi Office of Workforce Development (AccelerateMS) administers the statewide Career Coaching Program to strengthen the connection between education and workforce opportunities by ensuring students are exposed to, prepared for, and connected to high-value career pathways within and beyond the classroom.

The Career Coaching Program, funded through State of Mississippi General Funds, seeks to increase student knowledge of, access to, and successful placement in postsecondary opportunities aligned to Mississippi's high-value career pathways and priority occupations. AccelerateMS leads the program's design, implementation, and continuous improvement while local education, workforce, economic, and business leaders partner to ensure the successful implementation of the program and related activities and outcomes. These partnerships must result in the deployment of career coaches in public secondary schools, aligning students' strengths and interests with intentional academic planning and work-based learning experiences that lead to meaningful postsecondary education and employment outcomes.

AccelerateMS hereby solicits proposals from Local Workforce Development Areas, nonprofit organizations, economic development foundations, and other qualified community-based entities with demonstrated capacity and accountability in managing state and federal funds to implement, manage, and support career coaches in local public secondary schools on behalf of AccelerateMS.

The intent of this Request for Proposals is to sustain and, where possible, expand career coaching services through qualified partnerships that align with the strategic objectives of AccelerateMS, Mississippi's Governor and Legislature, and the State Workforce Investment Board. Applicants are encouraged to identify and leverage supplemental funding sources to braid resources and strengthen the long-term impact of the Career Coaching Program.

Grant awards will support services provided from July 1, 2026, through June 30, 2027, with a one-year renewal option, contingent upon legislative appropriation and final allocation of funds to AccelerateMS.

It is expressly understood and agreed that AccelerateMS, in its sole discretion, may withdraw or amend this Request for Proposal due to a lack of an adequate, applicable, and relevant funding appropriation by the Mississippi State Legislature or due to new or different requirements, standards, rules, conditions, contingencies or otherwise included in the appropriating legislation. AccelerateMS has no obligation to enter a contract as a result of issuance of this Request for Proposal.

It is expressly understood and agreed that AccelerateMS will not enter a contract or other obligation under this Request for Proposal unless and until AccelerateMS is awarded an adequate, applicable, and relevant funding appropriation by the Mississippi State Legislature.

## **Section II – Scope:**

### **AccelerateMS will provide:**

- Funding for approved and eligible costs includes, but is not limited to:
  - Coach wages and approved fringe benefits.
  - Appropriate travel expenses in accordance with State of Mississippi travel policy.
  - Reasonable program management expenses (i.e. coach manager wages and approved benefits; justified percentages of time for accounting, information technology)
  - Reasonable expenses for equipment and materials necessary to deploy coaching supports
- Regular support and coordination of coaching activities through AccelerateMS.
- Statewide training and professional development related to priority occupations as necessary to ensure the appropriateness of coaching interventions.

NOTE: Awardees may not claim more than 10% of the grant award related to salaries in indirect cost/administrative fees.

### **Awardee Qualifications:**

#### **Documented evidence of need and partnerships must be provided detailing, at a minimum:**

- Signed Letter of Intent/Decline indicating the desire to have, or not have, a career coach in the school. This letter must be signed by the principal of the school and the superintendent of the district for every school/district in the area served by the potential awardee.
- Evidenced strong connection with the local business community.
- Data detailing the proposed region's student population that will benefit, with specific focus on how this population will be connected to priority sectors and occupations.
- A commitment to promoting high-value program alignment (e.g., student and career coach site visits, priority industry engagement through classroom speakers, paid internship, or work-based learning experiences in priority occupations for students). Proposed outcomes must be included.
- Evidence of previous projects managed involving state and/or federal funds.

#### **By submitting a request for proposal, the potential Awardee understands that, as a condition of approval and funding, it must ensure:**

- The operation of a quality career coaching initiative that focuses on providing career planning while strengthening understanding of high-value programs as identified by AccelerateMS.
- Students are aware of high-wage, high-demand opportunities within their ecosystem and the secondary and postsecondary pathways associated with each opportunity, including those available through industry partnerships, apprenticeships, or other non-traditional means.
- School and community stakeholders are aware of the local labor market, including priority occupations and high-value pathways, as identified by AccelerateMS and the State Workforce Investment Board.
- The alignment of Work-Based Learning opportunities with priority occupations and high-value pathways, as identified by AccelerateMS, is promoted.
- Career coaches are recognized as partners in career planning for students and work collaboratively with local school counselors to ensure the success of students and the program.

- Career coaches participate in statewide face-to-face convening(s) and any other trainings deemed appropriate and necessary each year, organized by AccelerateMS or identified partners.
- A workspace in the school is provided for career coaches that includes:
  - Privacy for meetings,
  - Ease of access for students, and
  - Access to school Wi-Fi
- Career coaches have access to relevant student data in the district student information system via login or through appropriate school personnel, depending on local policy and the terms of the annual MOU (Appendix A) signed with the district.
- Career coaches are housed in a location where the general student population has regular and convenient access, preferably not at a career and technical center.
- School leadership and career coaches collaborate with other schools that are assigned career coaches to improve the use of best practices.
- Accurate and complete records related to the career coaching program are maintained, including, but not limited to, performance reviews of both career coaches and career coach managers.
- At least one Career Coach Manager is designated as 100% Full Time Equivalent (FTE), with all duties and responsibilities solely related to managing the career coach program.
- A Memorandum of Understanding (Appendix A) is fully executed, and a copy returned to AccelerateMS prior to a career coach engaging with students or participating in any school activities or functions.

**By submitting a request for proposal, the potential Awardee understands, as a condition of the grant, it must ensure the career coach, and career coach manager(s), understands his or her duty, and is provided the necessary resources, access, and authority, to carry out the following tasks:**

**Career Coach will:**

- Meet reporting requirements
- Share data as requested with AccelerateMS in a timely manner, or time specified by AccelerateMS.
- Complete a career plan with every eighth and eleventh grader enrolled in the school – completion amount based on enrollment numbers as reported in November reporting period.
- Have unique, individual interactions, as documented through [www.msworkforce.org](http://www.msworkforce.org), with 60% of the students in grades eight through twelve at the corresponding school(s).
- Have repeat/follow-up interactions with at least 40% of the students that had unique, individual interactions, as documented in the above metric.
- Have students review <https://mspathfinder.org> (or other current websites) as directed by AccelerateMS in order to determine interests and learn about high-wage, high-demand occupations and associated educational pathways in the student’s ecosystem and across Mississippi.
- Screen and assist students in applying for internships, apprenticeships, and work-based learning opportunities in their area by connecting them with industry representatives for further career exploration and local workforce opportunities.
- Have students create an online profile on the site approved by AccelerateMS for data and information collection.

- Plan, develop, and implement on-campus and off-campus exploration opportunities, including post-secondary campus visits, career fairs, industry visits, parent sessions, and similar activities.
- Work directly with the local community college to connect students to education and training opportunities as identified by AccelerateMS.
- Connect priority sector representatives to participants through job shadowing and mentoring opportunities for further career exploration and to build interest in local labor force opportunities.
- Assist students in developing durable skills.
- Improve student resume writing and interviewing skills.
- Work with the local school system, economic developers, businesses, associations, local and state agencies, as well as all relevant stakeholders to promote the program and build connections to local industries.
- Plan, develop, and implement programs, working directly with parents and guardians of participants, to educate them on academic, training, and workforce opportunities (including available financing of these) for their children.
- Maintain accurate and complete records of participant interactions, events, and all other work assignments.
- Prepare reports on students and activities as required.
- Be available for parent and participant inquiries.
- Maintain an updated calendar of events and activities that will be shared with appropriate stakeholders.
- Abide the Mississippi Educator Code of Ethics, as established by the Mississippi Department of Education.
- Meet background check requirements.

**Career Coach Manager(s) will:**

- Oversee the implementation of the career coaching program, as outlined in the Memorandum of Understanding (Appendix A) and responsibilities of the career coach listed above and ensure all aspects of the MOU are adhered to and fulfilled by the school and school district with fidelity. Lack of proper implementation could result in a loss of funds or a revoked subgrantee agreement.
- Serve as the liaison and primary point of contact between the career coaches and AccelerateMS.
- Conduct a minimum of two site visits per semester to all served schools.
- Conduct quarterly professional development with career coaches that emphasizes the priorities of AccelerateMS as it relates to the career coaching program and its intended outcomes.
- Conduct and maintain accurate records of performance reviews for all career coaches as established by the awardee.
- Ensure all reports are submitted by the established deadline.
- Maintain an updated calendar of events and activities that will be shared with appropriate stakeholders.

### **Career Coach Program Intended Outcomes:**

- Ensure every student in a school that is served by a career coach leaves high school with a documented career plan.
- Increased percentage of students participating in high-value program aligned work-based learning opportunities.
- Increased percentage of students placed in aligned high-value secondary, postsecondary, workforce, and/or military opportunities.
- Increased percentage of students receiving workforce training directly related to priority occupations and high-value pathways prior to secondary graduation.
- Maintain, or establish, certified Work-Ready Communities in partnership with local stakeholders (i.e. economic developers, chamber of commerce, etc.).
- Increased percentage of students who leave high school with a documented career plan.

### **Program Metrics to Support the Outcomes of Career Coach Program as it relates to Career Coaches (each metric shall be reported by Awardee in a time frame as prescribed by AccelerateMS when requested):**

- School enrollment numbers for grades eight through eleven;
- CTE enrollment numbers, in the second and ninth month, by program as reported by the school/district to Mississippi Student Information System (MSIS).
- One-on-one interactions with students to include, but not limited to:
  - Nature of interactions with students
  - Intended outcome of interactions with students
  - High-value pathway interactions with students
  - Post-secondary planning interactions with students
- Number of students informed about career opportunities in group sessions with priority sector business and industry guest(s) aggregated by:
  - Type of interaction
  - Program
- Site visits to local employers and community college CTE/workforce programs that are aligned to high-value programs
- Number of parent interactions and the purpose of the interactions
- Number of referrals to outside support service (WIOA, MDRS, MDHS, community-based organizations, non-profit organizations, etc.)
- Number of individuals participating in Work-Based Learning opportunities aggregated by:
  - For credit, as recognized by the school, or non-credit
  - Type of WBL – Apprenticeship, Internship, Job Shadowing, etc.
  - Industry sector
  - Embedded work-based learning, as defined by the Mississippi Department of Education approved Career and Technical Education course of study
- Report, two quarters after secondary school completion, post-program placement for all students that received career coaching services to include students that are (only include what individuals are currently doing, not anticipated plans):
  - Enlisted
  - In the workplace
  - Enrolled in a certificate (workforce credential/short-term) program
    - Include School

- Include Program/Credential Name(s)
- Enrolled in a Career and Technical associates degree program
  - Include School
  - Include Program/Degree
- Enrolled in an academic associates degree program
  - Include School
  - Include Program/Degree
- Enrolled in a bachelor's degree program
  - Include School
  - Include Program/degree
- Not participating in any other option for postsecondary placement

### **Section III - Communications and Program Impact**

To support statewide awareness, stakeholder engagement, and continuous improvement of the Career Coach Program, the Grant Intermediary shall participate in reasonable communications and outreach activities coordinated by the District and/or the State. At a minimum, the Grant Intermediary shall document and periodically provide examples of program impact, which may include student success stories, employer engagement activities, innovative coaching practices, or other program outcomes that demonstrate the value of the Career Coach Program.

Grant Intermediaries may also be asked to contribute to or maintain a basic outreach or communications plan that supports awareness among students, parents, educators, and local employers regarding available career pathways and workforce opportunities. Any materials, stories, or communications shared must comply with all applicable student privacy laws and regulations, including FERPA, and may not include Personally Identifiable Information unless expressly permitted in writing by the District.

### **Section IV - Reservation of Rights and Award Discretion**

By submitting an application, the Awardee herein acknowledges and understands that AccelerateMS is not required to award any or all of the amount requested. Moreover, AccelerateMS, in its sole discretion, reserves the right to issue awards based on any criteria it deems relevant and on the overall programmatic needs within the State of Mississippi relative to the illustrated capacities and abilities of the Awardees, and in order to ensure broad geographic distribution of coaches to support local community needs. Lack of proper implementation could result in a loss of funds or revoked subgrantee agreement.

### **Section V – Scoring and Submission Instructions**

- 1. Submission Instructions:** All proposals and related information must be submitted electronically in PDF format to [grants@acceleratems.org](mailto:grants@acceleratems.org) no later than **May 6, 2026, 4:00 pm CT**.
- 2. Submission Details:** All proposals must include the attached Career Coach Grant Application, plus any additional documents or explanation setting forth the applicant's qualifications, as required in the application or this request for proposal.

**3. Post-Proposal Communications:** Discussions may be had with applicants determined to be reasonably susceptible of being selected for the award; however, proposals may be accepted without such discussions.

**4. Scoring and Evaluation Criteria:**

Evaluation Category	Weight	Evaluation Criteria
1. Demonstrated Need & Alignment to Priority Occupations	20 Points	Applicant clearly defines workforce needs within the region and demonstrates how career coaches will align students to AccelerateMS priority occupations and high-value pathways. Includes student population data and projected outcomes.
2. Program Implementation Plan	20 Points	Quality and feasibility of the plan to deploy career coaches, ensure student engagement, and meet program metrics (career plans, student interactions, WBL connections, etc.).
3. Partnerships & Industry Engagement	15 Points	Strength of partnerships with schools, industry, economic developers, training providers, and community stakeholders. Includes anticipated engagement activities and named partners.
4. Organizational Capacity & Experience	15 Points	Demonstrated ability to manage state or federal funding and administer programs of similar scale. Includes staffing structure and fiscal management capacity.
5. Program Accountability & Data Reporting Plan	10 Points	Ability to track metrics, report outcomes, and maintain data integrity.
6. Communications & Program Impact Strategy	5 Points	Plan to document and communicate program impact, student success stories, and employer engagement activities while complying with privacy laws.
7. School Participation & Regional Coverage	5 Points	Evidence of participation from school districts through signed Letters of Intent and executed MOUs; ability to serve students across the region.



**Career Coach Grant Application**  
**Deadline for Submission: May 6, 2026, 4:00 pm CT**

Name of Organization: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Unique Entity Identifier (UEI): \_\_\_\_\_

*A UEI 12-character, alpha-numeric code assigned by the U.S. General Services Administration (GSA) to individual businesses applying for grant money, or government assistance.*

Is this organization a new or returning applicant for the AccelerateMS career coaching program?

New: \_\_\_\_\_ Returning: \_\_\_\_\_

**Applicant must complete and/or provide appropriate documentation items 1 – 8.**

1. Submit a signed Letter of Intent (Appendix D) from each school in the area to be served by the applicant. Include as an attachment to the application.
2. Submit a signed Memorandum of Understanding for each school that completes a Letter of Intent to utilize a Career Coach for the 2026-2027 school year.
3. Provide the total number of coaches and schools that will be served by the potential recipient.

Total Number of Coaches Requested: \_\_\_\_\_ Total Schools to be Served: \_\_\_\_\_

4. Define the needs within the local workforce and describe how career coaches will be deployed to meet AccelerateMS Priority occupations. Include the data on the proposed student population that will benefit from the Career Coach program with specific numbers and outcomes.

*Maximum 250 Words*

5. Describe how the applicant will ensure that the intended outcomes and metrics for the Career Coach will be met. Include a narrative on how the Career Coach will promote the mission and vision of AccelerateMS with an emphasis on high value pathways.

*Maximum 250 Words*

6. Describe, and provide evidence of, strong connection with the local community and how the Career Coach will leverage those relationships. Provide specific numbers on anticipated post-secondary, community, training provider, and industry engagement interactions in the area served by the applicant. Include the names of the anticipated post-secondary, community, training provider, and industry engagement partners that will be engaged with.

*Maximum 250 Words*

7. Provide evidence of previous projects managed involving state and/or federal funds.

**Project Budget:** Provide a budget narrative on the provided document for each line item below on the corresponding tab in the budget document. Budget narratives not on the appropriate document will be returned for revision but must still adhere to the final submission date. Detailed costs for each line item should include:

**Personnel (Wage+ Fringe) Salary** - compensation for personal services includes all remuneration, paid (currently or accrued), for services of employees rendered during the period of performance. If paying for incumbent, please identify by title and name detailing current salary. If proposed position, please identify by title and detail proposed salary. If proposing increase, a justification beyond simple cost of living increase must be provided.

**Fringe** - the cost of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance, pension plan costs, and other similar benefits are allowable, provided such benefits are granted under established written policies. If paying for incumbent, please identify by title and name detailing current benefits. If proposed position, please identify by title and detail proposed salary.

**Project Management** – grant intermediary may hire additional personnel to assist with management of coaches but may not exceed a 1:20 ratio, unless fewer than 20 coaches are employed by the subrecipient.

**Travel** - the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in accordance with State of Mississippi travel policy. Travel must be detailed by event/need for the proposed year, including detailed mileage, per diem, etc.

**Contractual** - costs of professional and consultant services rendered by persons who are members of a particular profession or possess a special skill, and who are not officers or employees of the grantee. If utilizing contractual to pay coaches, each position must be listed with the actual or anticipated remuneration detailed, including the proposed work hours or months.

**Equipment** - tangible personal property (including information technology systems, computers, peripherals, and similar devices) having a useful life of more than one year. A detailed equipment replacement policy must be included to ensure an accurate understanding of annual costs by the organization and AccelerateMS.

**Supplies** - tangible personal property other than those described in the definition of *equipment* in this section. Generally speaking, supplies are consumable in nature, and equipment has a useful life of greater than one year.

**Indirect Cost** - costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.

**Administrative Costs** - grant expenses associated with administering the grant. These costs can be both personnel and non-personnel, and both direct and indirect. Therefore, the limitation applies to the combined claims for indirect costs and direct administration costs.

## Appendix A

### **AccelerateMS Career Coach Program Administered by <GRANT RECIPIENT> Memorandum of Understanding**

This Memorandum of Understanding is between the <<GRANT RECIPIENT NAME>> (the "Grant Intermediary") and the <<SCHOOL DISTRICT NAME>> School District (the "District") in support of the AccelerateMS Career Coach Program.

In consideration of the Legislature's desire to create a career coaching program to support middle schools and high schools as students are exposed, prepared, and connected to career avenues within and beyond the classroom setting, the Grant Intermediary and the District will employ strong partnerships with economic and business leaders, leveraging career coaches to target the alignment of students' strengths with intentional academic and work-based learning in pursuit of meaningful professional employment.

1. The Intermediary agrees to provide specified career coaching service as outlined in the *Career Coach Job Description* (Appendix B) to the District through Career Coach Program funded through AccelerateMS.
2. The District agrees to use the career coach and any funds, if provided, as intended and expressed through Appendix B.
3. If for any reason, the District fails to utilize career coaching services as defined in Appendix B to the satisfaction of the Grant Intermediary and has not resolved any such failure within 20 days of the written notice by the Grant Intermediary of the failure, the Grant Intermediary may terminate career coaching services through written notice.
4. The District shall comply with any and all applicable laws and statutes of the United States and the State of Mississippi.
5. The District shall provide an acceptable workspace for the Career Coach.
6. The Grant Intermediary, in conjunction with AccelerateMS Youth Programs Manager, will provide training for the Career Coach on job activities, reporting requirements, student privacy, and the educator code of ethics. The District may provide additional training on these topics if desired.
7. The Grant Intermediary will either provide or reimburse the District for the cost of a digital device such as an iPad or laptop computer for use by the Career Coach.
8. The Career Coach will adhere to the job description outlined in Appendix B and are the sole employee of their associated employer. The Career Coach will not serve as a substitute, perform supervision duties, or complete other miscellaneous tasks that are assigned to regular school staff.
9. The District will determine the method of Career Coach access to student-level data, either by means of student information system login or through the school counselor. If electronic access is granted, the District will provide training related to data access.

10. To the extent applicable, the Grant Intermediary shall protect and maintain all records, information, and data collected pursuant in accordance with applicable state and federal laws and regulations, including without limitation, the Family Education Rights and Privacy Act, 20 U.S.C. § 1232g; 34 CFR Part 99 ("FERPA"). To the extent applicable, the district is deemed a "school official" as defined by FERPA. The District retains exclusive ownership and direct control of all records subject to FERPA ("Education Records"). Specifically and without limiting the generality of the foregoing, the District shall protect and maintain any and all Personally Identifiable Information from Education Records of the District's students consistent with applicable FERPA regulations and shall fully cooperate with the District in any request for such information.
  
11. To the extent applicable to this MOU, Personally Identifiable Information (PII) Data/Student Education Records, and other non-public data shall not be shared, sold, distributed, made available, or otherwise used for any purpose outside of those necessary for the performance of the MOU (e.g., student coaching support, postsecondary planning, financial aid application, analysis of program impact). PII includes but is not limited to: The name; Name of the student's parent, if student, or any family members; Address; A personal identifier, such as a social security number, Driver's License or if student, student number, or biometric record; Other direct identifiers, such as the date of birth, place of birth, and mother's maiden name. The District will provide any necessary data privacy agreement for signature by the Career Coach.
  
12. Student safety is a priority of the Grant Intermediary and the District. The Grant Intermediary and the District agree that Career Coaches will be working directly with students and agree that such Career Coaches shall be pre-screened and have a background check and fingerprinting screening. The Career Coaches shall submit to fingerprint screening by the District which shall bill the Grant Intermediary for the fingerprint screening. The Grant Intermediary hereby acknowledges that until the District has notified the Grant Intermediary that the fingerprint and background check has been completed to the satisfaction, in its sole discretion, of the District, no MOU with the District may be approved. Further, Grant Intermediary agrees that if any disqualifying information is received by the District from a background check and fingerprinting, any contract with Grant Intermediary is rendered null and void.

**Signatures**

District Superintendent Name	District Superintendent Signature	Date
Local School Contact Name	Local School Contact Signature	Date
Grant Intermediary Contact Name	Grant Intermediary Contact Signature	Date

## Appendix B

### CAREER COACH JOB DESCRIPTION

#### POSITION SUMMARY

The Career Coach will assist students in identifying their career goals through personal and group consultation. Utilizing leadership, advocacy, and collaboration, career coaches will promote high value pathways and personal success by engaging in quality coaching sessions that encompass long-term career goals and the associated return on investment for the student.

Career Coaches will serve as a liaison to connect students with postsecondary opportunities and local employers. Their purpose will be to increase student knowledge of, access to, and placement in postsecondary opportunities aligned to high value pathways while providing adequate and accurate information about career planning, outcomes, and opportunities. The career coach will equip students with durable skills to promote success outside the school setting (resume writing, interview skills, etc.), communicate with parents regarding opportunities for students, and plan aligned postsecondary and industry visits for the students served by the career coach.

#### ESSENTIAL FUNCTIONS

Career Coaches will:

- Meet reporting requirements as set forth by AccelerateMS.
- Share data as requested, by AccelerateMS, with their respective Career Coach Manager in a timely manner.
- Maintain accurate and complete records of participant interactions, events, and all other work assignments.
- Complete a career plan with every eighth and eleventh grader enrolled in the school, and corresponding feeder pattern school if necessary (completion amount based on enrollment as reported in November reporting period).
- Have unique, individual interactions, as documented through [www.msworkforce.org](http://www.msworkforce.org), with 60% of the students in grades nine through twelve at the corresponding secondary school(s).
- Have repeat/follow-up interactions with at least 40% of the students that had unique, individual interactions, as documented in the above metric.
- Have students review <https://mspathfinder.org> (or other current websites as directed by AccelerateMS) in order to determine interests and learn about high-value pathways in the student's ecosystem and across Mississippi.
- Screen and assist students in applying for work-based learning opportunities, to include internships, apprenticeships, job-shadowing, and for-credit work-based learning opportunities, in their area by connecting them with industry representatives and local workforce opportunities with an emphasis on high-value pathways.
- Plan, develop, and implement on-campus and off-campus exploration opportunities, including postsecondary campus visits, career fairs, industry visits, parent sessions, and similar activities aligned with high-value pathways.
- Work directly with the local community college to connect students to education and training opportunities as identified by AccelerateMS and the WIOA State Plan.
- Assist students in developing durable skills, including, but not limited to, résumé writing and interviewing skills.

- Work with the local school system, economic developers, businesses, associations, local and state agencies, as well as all relevant stakeholders to promote the career coach program and build connections to local industries.
- Plan, develop, and implement programs working directly with parents and guardians of participants to educate them on all postsecondary opportunities (including available financing of these) for their students.
- Be available for parent and participant inquiries.
- Maintain an updated calendar of events and activities that will be shared with appropriate stakeholders.
- Perform other duties as assigned by grant recipient.
- Must abide the Mississippi Educator Code of Ethics, as established by the Mississippi Department of Education.
- Must meet background check requirements. Before hire, the coach shall be fingerprinted to determine suitability for employment; If no disqualifying record is identified at the state level, the fingerprints shall be forwarded by the Department of Public Safety to the FBI for a national criminal history records check. If such fingerprinting or criminal history records check discloses a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Miss. Code Ann. § 45-33-23(g), child abuse, arson, grand larceny burglary, gratification of lust or aggravated assault which has not been reversed on appeal or for which a pardon has not been granted, the applicant shall not be eligible for employment.

## Signatures

_____	_____	_____
Grant Intermediary Contact Name	Grant Intermediary Contact Signature	Date
_____	_____	_____
Career Coach Manager Name	Career Coach Manager Signature	Date
_____	_____	_____
Career Coach Name	Career Coach Signature	Date

## Appendix C

### CAREER COACH MANAGER JOB DESCRIPTION

#### POSITION SUMMARY

The Career Coach Manager provides strategic leadership, oversight, and accountability for the effective implementation of the Career Coaching Program in alignment with the Memorandum of Understanding (Appendix A), AccelerateMS priorities, and all applicable state requirements. This role is responsible for ensuring program fidelity across assigned schools and districts, recognizing that failure to meet established expectations may result in revocation of funding. The Career Coach Manager serves as the operational backbone of the program, translating statewide workforce and education priorities into consistent, high-quality execution at the local level.

#### ESSENTIAL FUNCTIONS

Career Coaches Managers will:

- Serve as the primary liaison between career coaches and AccelerateMS.
- Facilitate clear communication, alignment to program goals, and ongoing technical assistance.
- Conduct a minimum of two site visits, per academic semester, to each served school to monitor implementation quality, ensure compliance with the Memorandum of Understanding, and support continuous improvement.
- Assess coaching delivery, school collaboration, data integrity, and alignment to high-value pathway outcomes.
- Reinforce accountability and strengthening partnerships with school leadership.
- Build career coach capacity through structured professional development, including quarterly training aligned to AccelerateMS priorities, labor market needs, performance expectations, and data-driven practices.
- Conduct and maintain accurate performance evaluations for all career coaches using established criteria and documented evidence to support professional growth, program consistency, and outcome attainment. This includes, but is not limited to, completed background checks and signed acknowledgement of Mississippi Educator Code of Ethics as established by Mississippi Department of Education.
- Ensure all required programmatic and performance reports are accurate, complete, and submitted by established deadlines to maintain compliance and support statewide monitoring.
- Maintain and share an updated calendar of events and activities to promote transparency, coordination, and alignment among coaches, schools, districts, and AccelerateMS.
- Must abide the Mississippi Educator Code of Ethics, as established by the Mississippi Department of Education.
- Must meet background check requirements. Before hire, the coach shall be fingerprinted to determine suitability for employment; If no disqualifying record is identified at the state level, the fingerprints shall be forwarded by the Department of Public Safety to the FBI for a national criminal history records check. If such fingerprinting or criminal history records check discloses a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Miss. Code Ann. § 45-33-23(g), child abuse, arson, grand larceny burglary, gratification of lust or aggravated assault which has not been reversed on appeal or for which a pardon has not been granted, the applicant shall not be eligible for employment.

**Appendix C**

**CAREER COACH MANAGER JOB DESCRIPTION**

**Signatures**

_____	_____	_____
Grant Intermediary Contact Name	Grant Intermediary Contact Signature	Date

_____	_____	_____
Career Coach Manager Name	Career Coach Manager Signature	Date

**Appendix D**

**AccelerateMS Career Coach Grant  
Administered by <GRANT RECIPIENT>  
Letter of Intent**

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School Name

---

Principal Name

---

Principal Signature

---

Date

---

LEA Superintendent Name

---

LEA Superintendent Signature

---

Date

As part of the 2026-2027 Career Coach Operator Proposal we, the school and school district,  
wish to (select one):

Have at least one Career Coach \_\_\_\_\_ Decline to have a Career Coach \_\_\_\_\_