

Career Awareness Coordinator OHP Campus

Reports To:	Career Tech Supervisor
Starting Date:	August 2026
Salary:	\$40,000
Work Week/Year:	August through May; 180 workdays
Requirements:	A valid Ohio educational aide or paraprofessional certificate/license. High school diploma. Must be able to relate well to both high school students and adults. Ability to become a certified van driver and lift up to 30 pounds.
Preferences:	Effective organizational, planning, and project management skills. Experience working with students in an educational setting. Must be able to communicate well and work collaboratively.
Responsibilities:	Coordinate career awareness initiatives across the district. Present to partner school staff and administration on available career awareness opportunities for their students. Design and facilitate engaging, age-appropriate activities for elementary and middle school students that introduce a variety of career fields. Evaluate the effectiveness of career awareness initiatives and use data to guide continuous improvement. Present at elementary and middle school career fairs. Schedule, deliver, and support the use of career awareness kits in classrooms within partner districts. Coordinate transportation for students participating in career awareness activities.
Application Deadline:	March 6, 2026
Apply:	https://jobs.redroverk12.com/org/ohiohipoint