

Career Development Advisor – Secondary School

Position Description

Summary:

In collaboration with the School District Career Programs Coordinator, and the supervision and evaluation of the School Administrator, this position provides leadership and direction to ensure the efficient operation of the Career Programs department, in the provision of Career Development opportunities to students within the secondary school.

Duties:

1. Coordinate the delivery of Career Development opportunities to students by:

- ensuring all students are aware of the variety of Career Development options that exist such as:
 - ACE IT Programs
 - Secondary School Apprenticeship
 - Post Secondary Dual Credit (Transition) programs
 - Promoting Certification and training options such as:
 - Junior Initial attack
 - Heavy metal Rocks
 - RCMP Academy
 - Junior Achievement
 - Trade Forums
 - And other career events as offered
- assisting students in accessing all Career Development programs and opportunities
- ensuring that students have completed all required pre-work experience requirements
- ensuring all students are provided with the learning outcomes and requirements of the various work experience options
- assisting students access to university and college registration opportunities made available through the Career Centre

2. Monitor and evaluate all work experience placements by:

- Ensuring that students have completed all required pre-work experience requirements
- Ensuring all students are provided with the learning outcomes and requirements of the various work experience options
- Evaluating Reflective learning requirements of work experience placements

3. Provide advisement on the completion of Graduation Transition Standards by:

- Assisting students with completing the requirements of their Transition Plan
- Evaluating graduating student's Transition Plan
- Assisting with all requirements for students to complete their Transition Plan

4. Support the District Career Programs Coordinator by:

- performing a variety of administrative services ensuring that the Ministry, and School District policies and guidelines for Career Programs are adhered to
- providing liaison between students and the district coordinator regarding ACE IT programs
- providing liaison between students and the district coordinator regarding SSA programs
- assisting in the delivery of Career Development initiatives within the district
- attending meetings/workshops regarding new initiatives in Career Programs

3. Organize, maintain, update and promote Career Programs resources that assist students with their transition to post-secondary education and/or the work place by:

- the development of effective systems that provide easy access to information about work experience and post-secondary education
- providing students with access to computer related programs such as Choices, Bridges, Job Futures, Student Counselor.Com, Labour Market information etc..
- providing parents with information pertaining to Career Development

Qualifications

A. Education

- Grade 12 with Post Secondary training in Education
- Some post-secondary course work in Career Development

B. Experience

- Minimum of one year's experience in a secondary school environment

C. Knowledge

- in depth understanding of the B C. Graduation program course credit requirements
- broad knowledge of career related computer programs and information systems to include programs such as: Choices, Job Futures, Labour Market Tool Kit and related internet connections
- working knowledge of Career Programs requirements to include Planning 10, ACE IT Programs, Secondary School Apprenticeship, Graduation Transition requirements, and all Work Experience requirements
- understanding of WHMIS/Worksite safety and its application to work experience placements and site safety checks
- working knowledge of Community Information Systems Data Base

Skills and Abilities

- ability to interact with, and supervise students
- demonstrated ability to deal confidentially, effectively, courteously, and tactfully with students, parents, employers and staff
- ability to organize work load and determine priorities
- excellent communication skills, both oral and written
- initiative to "stay informed" and respond to changes in Career Programs

- physical ability to perform the duties of the position

- ability to work under pressure
- working knowledge of data base and spreadsheet programs