

## **Career Programs Work Experience Facilitator**

### **Position Description**

#### **Summary:**

Under the direction of the School District #27 Career Programs coordinator, and the supervision and evaluation of the school principal, this position provides support to ensure the efficient operation and delivery of Career Development programs and activities to students in the school district. This position, based out of each secondary school, works closely with the school's Career Development Advisor, students, teachers, parents and the business community.

#### **Duties:**

##### ***1. Coordinate student and teacher access to community assisted learning opportunities available through the Community Information System by:***

- identifying appropriate student work experience placement sites with the guidance of the CD Advisor
- assisting with the pre-placement/safety orientation and follow-up support to students in work experience placements
- assisting staff to access information and background documentation regarding work experience placements
- reserving and recording on the Community Information System (CIS) the use of Career Preparation worksites, Job Shadowing sites and Community Service opportunities by students and teachers
- contacting employers and other community members to confirm participation in community assisted education (as outlined in CIS protocols)
- ensuring that the students are aware of their responsibilities to the employer sponsors, and the employer sponsors are aware of their responsibilities to the students.
- assisting students and employer sponsors with work experience related problems
- ensuring that all legal and other documents are signed and disbursed to relevant parties prior to commencement of any student work experience placement.

##### ***2. Assist the Career Development Advisor with the administration of Career Programs by:***

- performing a variety of administrative and clerical services ensuring that the Ministry, and School District policies and guidelines for the placement of Work Experience students are adhered to
- assisting the Advisor with the screening and interviewing process of students applying for Career Programs activities

- being involved in meetings with various community agencies to promote, advertise and solicit support for the various Career Programs opportunities
- maintaining student and employer/sponsor information records and files and producing reports when required
- assisting with the distribution of Career Programs information to school-based staff
- coordinating the collection of Work Experience reports, Employer Evaluations, and other Community Learning assessments
- attending meetings/workshops regarding new initiatives in Career Programs
- clerical duties to assist the Career Programs coordinator
- maintaining school attendance records re: work experience
- assisting with the processing of Criminal Record checks (Short Term Registry) as they pertain to work experience placements

***3. Assist the Career Development Advisor with the development of Career Centre-based initiatives that assist students with transition to work and/or post-secondary education by:***

- assisting students access to university and college registration opportunities made available through the school Career Centre
- assisting with the organization and supervision of special events for Career Programs e.g. workshops, field trips etc.

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

- assisting with the development of effective systems that provide easy access to information regarding work experience and post-secondary education opportunities
- assisting students with access to computer related programs such as Choices, Bridges, Job Futures, Student Counselor.Com, Labour Market information etc..
- assisting CD Advisor to update and promote Career Development resources including organizing Career related activities such as contests, presentations, events etc
- assisting interested parents/community members to access Career Development resources
- assisting teachers to access "life skills resources" maintained for classroom use
- assisting school staff with the coordination and scheduling of Career Centre-based resource use