



School District No. 73 (Kamloops/Thompson)

Trades 'N' Transitions

<http://tnt.sd73.bc.ca>

Transition Coordinator

Job Description

2012-2013

Expected to:

- Be familiar with all transition opportunities
 - ELTT = 13 programs/ 17 trades [at TRU] – application in April
 - District programs – applications in April
 - Cosmetology - NorKam
 - Tech Academy - SaHali
 - Restaurant Training - NorKam
 - TRU START
 - Programs [one year certificated] – application deadline – November 23
 - Horticulture
 - Health Care Assistant
 - Early Childhood Education
 - Business Assistant
 - Courses: - Application deadline in November and May
 - On campus courses =60
 - OL courses = unlimited
 - TRU START Aboriginal
 - Secondary School Apprenticeship [conduct surveys and find SSA students]
 - Heavy Metal Rocks - applications now – program in March/April
 - RCMP Youth Academy- applications now – Program in March.
 - Aboriginal Transitions Day - November
 - Jr. Achievement – In February
 - Skills Canada – regional in march, provincial in april
 - Jr. Skills Competition - March
 - Natural Resources and Environmental Studies Camp - October
 - Day in the life of Arts/Science - May
 - DWIT Days – November 20/21
 - Take Your Child to Work Day – November 7, 2012
 - Career Fair – February 25, 2013
- Promote/Market/Recruit students for all above opportunities
 - Class meeting
 - Staff meetings
 - Parent meetings
- Photocopy, file, and then distribute all of the application forms.

- Monitor grade 12 students who are in the above programs:
 - Ensure that the dual credits are reported correctly on the transcript.
 - Ensure students are aware of options following completion of programs.
 - Ie; \$1000.00 SSA Scholarship
- Monitor grade 11 students selected into above programs in grade 10:
 - ELTT
 - Recommend students for continuation or withdrawal
 - Attendance and behavior checked on a regular bases
 - Ensure students write the Acuplacer on the February date.
 - Meet with those students who miss the deadline date or require a re-write.
 - Communicate with the District TNT Principal on any concerns
 - Market /recruit for programs with openings for upcoming class
 - TRU START
 - Ensure proper programming for students to access the grade 12 programs and courses
 - Ensure pre-requisites are in place for students wishing to access the programs.
 - District Programs
 - Ensure pre-requisites are in place.
- Accept all new grade 11 early applications and review them with the student to ensure success.
 - Ensure the applications are forwarded to the proper personnel.
 - ELTT to TRU – Leslie
 - All others to Greg
- Grade 10 promotion:
 - Set up 10 presentations
 - Set up Jr. Achievement presentations
 - Market all programs
 - Set up parent meetings
 - Talk to staff and students
 - Work with counseling staff
 - Monitor all early registration applications:
 - Ensure pre-requisites are met
 - Ensure proper data and fees are present
 - Sign the recommendation for students
 - All applications to Greg by the Deadline
- Secondary School Apprenticeship
 - Conduct a job survey of students in grade 10, 11, and 12. [start of September]
 - To determine if their work in the summer or part time in the winter qualifies for Secondary School Apprenticeship
 - Talk to students about the program
 - Ensure that the Tom Atkinson is aware of students who meet the criteria for SSA.
 - Ensure the proper documentation is entered into TRAX for the four SSA courses.
- Attend meetings called by the District Principal, Trades and Transitions
 - Three coordination meetings: one in September, one in January, one in May.
 - Any extraordinary meetings that may be required.
 - Be familiar with Dual Credit Management System