

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: CAREER COORDINATOR

QUALIFICATIONS:

1. Secondary School graduation or equivalent supplemented by courses relating to public relations, marketing and/or psychology, career preparation and/or equivalent experience. Ability to operate Microsoft Office and relevant software programs. A business degree would be preferable.
2. Over two years and up to three years-experience in a business/office working environment.
3. A high degree of demonstrated decision making, problem solving and conflict resolution skills and the ability to work well with young adults, at-risk and special education students, teachers, parents, administrators and the general business community.
4. Self directed, organized and flexible and the ability to prioritize, and perform diversified and/or repetitive tasks with minimal supervision.
5. Appreciation of the confidential nature of all information relating to students, the district and employers.
6. Valid British Columbia driver's licence and transportation to initiate and maintain business contacts, and to monitor student progress in work experience placements.
7. Working knowledge and understanding of Ministry Authorized Work Experience courses, Secondary School Apprenticeship, Quad District Partnership/ACE IT Programs with Camosun College and knowledge of career events held in the community.
8. Flexibility in working hours. It is a requirement to attend meetings after school and in the evening, and to monitor students on work experience and students attending career events on weekends and all school breaks.
9. Good public relations skills with the ability to relate to students, staff and the public and to resolve issues using courtesy, tact, diplomacy, discretion and persuasion.
10. A working knowledge of and ability to build and maintain positive relations with the local business community with an aim to more efficiently place students in work experience.
11. Ability to perform duties efficiently and productively, despite constant interruptions. Must be able to respond promptly to concerns of students, parents, staff and community members by telephone, e-mail, fax or in person.
12. Ability to work as a team member with counsellors, administrators, secretaries and teachers.
13. Accountable for care, accuracy and attention to detail in all aspects of work.

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RESPONSIBLE TO: Secretary 3 and Administrative Officer

SUPERVISES: N/A

JOB GOAL: To provide a well organized, smoothly functioning Career Centre, which places students in a working environment as part of their Graduation Program.

PERFORMANCE RESPONSIBILITIES:

1. Arranges and facilitates career explorations in the community, such as Work Experience Placements, Job Shadows, and Informational Interviews.
2. Assists records clerk to sign students up for Ministry Authorized Work Experience Courses, Secondary School Apprenticeship, ~~and~~ Quad District Partnership/ACE IT Programs with Camosun College, Dual Credit programs, and TASK.
3. Advertises, collects, reviews and submits applications for career events, e.g., RCMP (Police Camp), Langford/Pender Island Fire Department (Firefighter Camp), Bamfield Marine Science Centre (Youth Forum) and many others.
4. Provides a liaison between the school, business community, students, teachers and parents.
5. Assists students to become aware of, and explore career possibilities and coach students on basic work skills and ethics.
6. Interviews students and contacts the business community and charitable organizations before, during and after work placements. Debriefs students through evaluation, discussion and reflective learning.
7. Monitors the performance of students in individual and small group work settings, by phone and personal visit.
8. Makes decisions regarding student placement, resolves conflicts and solves problems with students, parents, teachers and businesses.
9. Arranges Career Fairs, Speakers, Presentations, and Career Events for the student body.
10. Arranges and facilitates Career Exploration Field Trips.

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11. Keeps up-to-date on changes in school programs and career direction both locally and globally.
12. Promotes school and students to employers with the goal of expanding the base of appropriate participating employers.
13. Writes letters and compiles reports regarding the Career Centre.
14. Promotes the program/school through public speaking, presentations, display boards and posters, to classes and community members.
15. Attends career related conferences, workshops and seminars.
16. Performs such other related duties as may be assigned.

TERMS OF EMPLOYMENT: Ten months per year.

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EVALUATION

DATE: January 21, 2016

JOB TITLE: Career Coordinator

Factor	Degree	Points	Substantiating Data
1. Knowledge	4	60	High school Grade 12 graduation plus an additional programme of up to one year or equivalent.
2. Experience	5	75	Two years and over.
3. Judgement	4	40	The job requires that changes be recommended to established methods or procedures. Work involves a choice of methods or procedures or sequence of operation.
4. Concentration	3	30	Almost continuous periods of short duration; OR Frequent periods of intermediate duration; OR Occasional periods of long duration.
5. Physical Effort	2	12	Light activity of intermediate duration; OR Medium activity of short duration.
6. Dexterity	4	24	Employee is required to perform tasks that demand the accurate coordination of fine movements, where speed is a secondary consideration.
7. Accountability	4	40	Actions could result in serious loss of time or resources; OR cause significant embarrassment within the organization and have limited impact on its public image.
8. Safety of Others	2	16	Some degree of care required to prevent injury or harm to others.
10. Contacts	6	60	Contacts are a major element of the job requiring considerable communication and human relations skills for such purposes as influencing, persuading, motivating, or negotiating with others, and in dealing with highly sensitive issues.
11. Disagreeable Conditions	2	20	Minor conditions with occasional exposure; OR Major conditions with little exposure.

TOTAL POINTS

377

APPROVED

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

Date Signed: _____

Date Signed: _____