

**TITLE:** DISTRICT CAREERS ADVISOR  
**SECTION:** District Careers Technical Centre  
**REPORTS TO:** District Principal or delegate

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**#139**

## **SUMMARY**

Under the general supervision of the District Principal, or delegate, this person will work collaboratively with community coordinators, career advisors, school counsellors, career programs teachers, and/or classroom teachers providing current post-secondary dual credit, apprenticeship, and occupational information to students, parents, school staff and community members.

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## **DUTIES**

1. Provides direction to students in the use of careers materials and provides opportunities for parents to book appointments to discuss course planning, apprenticeship, post-secondary options and other relevant support for their children.
  2. Researches and analyzes career, post-secondary and apprenticeship information for students.
  3. Plans and presents or assists in the supervision of school and district events (career events, post-secondary presentations, course planning, Capstone, Educational tours, etc.); prepares and creates written materials and handouts; arranges speakers for presentations.
  4. Develops and maintains electronic and print announcements, including website information, visual displays, newsletters, school and community news articles to promote career education, activities and programs, exchange programs and educational information.
  5. May schedule, supervise and assist students with completion of a variety of tests, including Career Aptitude, Language Proficiency Index (LPI), Secondary Institute Choices (PSI), post-secondary pretests, and ACE IT assessments.
  6. Using the Career Cruising and Inspire Program to guide and support students and staff on job search methods, resume preparation, interview skills, labour market and occupational research, and letters of application. Advises and assists students with applications to CTC and Dual Credit Programs.
  7. Work and Communicate with employers including site visits. Support students on/with site visits including transportation for WEX, Train in Trades and Work In Trades. This could include Students with Learning Disabilities.
  8. Works with Career Programs teachers to support Explore Trade Skills, Explore Trades Sampler, Work in Trades, and Work Experience (WEX) and Train in Trades Enrollment in Industry Training (ACE IT) and post-secondary transition programs. May act as liaison between outside agencies and the school. May advertise and promote volunteer and employment opportunities through newsletters, job board or other means.
  9. May conduct training sessions and workshops for students.
  10. Responds to a variety of external/internal inquiries by email, telephone and in person. Performs a variety of word processing and clerical duties as required to support the CTC.
  11. May, on occasion be required to perform other related duties as assigned.
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## **QUALIFICATIONS**

- Grade 12 graduation and completion of post-secondary career related coursework equivalent to a one year certification.
  - Minimum of 2 years work experience with knowledge of and exposure to vocational, professional and industry opportunities or an equivalent combination of training and experience.
  - Demonstrated competency with word processing and database software.
  - Ability to perform duties with minimal supervision and work effectively under pressure and within assigned timelines.
  - Good interpersonal, and communication skills.
  - Demonstrated ability to establish and maintain respect for and from students.
  - Ability to maintain the confidentiality of sensitive information seen or heard.
  - Must have a Class 5 Drivers License for driving students.
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