

COORDINATOR OF DISTRICT CAREER PROGRAMS
1.000 FTE – 12 Month Temporary Assignment

The Coordinator of District Career Programs will support students both in “direct to work” or trades apprenticeship options, as well as those on a post-secondary pathway using Secondary School Apprenticeship, Work Experience, Duel Credit Enrichment programs and Grad Transitions Standards (GTS).

The Coordinator will be responsible for the implementation of the relevant parts of the Career and Technical Center’s (CTC) strategic plan (see note below).

The Coordinator will have responsibility for liaising with the Ministry of Education, SD68 secondary school staff, Career Technical Centre staff, post-secondary institutes, Industrial Training Authority, community partners, and other public and private bodies in carrying out tasks associated with this role.

The Coordinator of District Careers Programs is responsible for providing coordination and support to the district and the Learning Alternatives program in the implementation of the Industry Training Authority Secondary School Apprenticeship Grant (hereafter called the SSA Grant – See note at bottom of page),

The Coordinator will be responsible for recruiting, placing, and supporting SD68 students into Secondary School Apprenticeships as well as Work Experience (hereafter called the WEX), and Duel Credit Enrichment programs to help achieve successful completion of the provincial Graduation Program. This could involve arranging and supporting tutoring programs.

Functions	<p>Specific duties will include working with district personnel and members of the community to ensure that the following tasks and needs are addressed:</p> <ul style="list-style-type: none"> • Implementing and coordinating all aspects of the SSA Grant Deliverables • Implementing and coordinating related parts of the CTC Strategic Plan • Coordinating and enhancing all aspects of the district Secondary School Apprenticeship program • Coordinate with secondary school counselors and coordinators. • Coordinate District Careers Opportunities • Finalizing registrations and ensuring due diligence to the Industry Training Authority • Facilitating youth initiatives such as ACE-IT as well as other quality career exploration opportunities such as WEX and Yes2It (elementary and Jr. High) opportunities. • Providing advice and support to the development of any new strategies to improve student participation in the district SSA/WEX and Duel Credit programs • Connecting the requirements of the Graduation Program and SSA/WEX and Duel Credit Programs to graduation for students, and communicating this information to students, parents, and employers • Facilitating programs for students tailored to their individual needs in order to achieve apprenticeship registration and or sustained quality work placements. • Providing transition support to students that link the requirements of the Graduation Program to opportunities in trades exploration or work experience or university transfer opportunities • Grad Transitions Standards coursework and interviews are completed where applicable • Interim reporting to the Industry Training Authority (teleconferencing, draft of final report) • Attending Professional Development offered by the Career Exploration Society (annual conference) • Reporting to the Principal of NDSS\Learning Alternative Programs or designate. 	
Employment	Professional Certification	Membership in the BC College of Teachers
	Education and Training	<p>A Bachelor of Education degree with training and experience in trades and technical education</p> <p>A Careers Practitioner Certificate or Diploma or equivalent experience will be preferred.</p>
		<ul style="list-style-type: none"> • Has a thorough understanding of both the Graduation Program including GTS and

Requirements	Additional Requirements	trades program opportunities available both in SD 68 and provincially <ul style="list-style-type: none"> • Has a demonstrated record of superior communication and inter-personal skills • Has a demonstrated record of effective organizational, planning and time management skills • Has leadership skills to effectively develop educational programs that emphasize trades training • Has a valid BC Drivers License and ability to transport students. • Has a demonstrated desire to encourage and provide innovative strategies to complex problems, and • Has a desire to work with students, staff, parents, business, the community, and various organizations in the development and delivery of quality trades programs and improved participation in secondary school apprenticeships • Has a thorough understanding of the WEX to ensure Ministry compliance • Has a thorough understanding of the Dual Credit Enrichment program
---------------------	--------------------------------	--

Note: To view a copy of the Industry Training Authority Secondary School Apprenticeship Grant and or the CTC Strategic Plan contact Derek Beeston at dbeeston@sd68.bc.ca or call 250-714-4842.