

ROLLING RIVER SCHOOL DIVISION REGULATION

Career Preparation and Exploration Facilitator Job Description

GDAAI/R

Position Title: Career Preparation and Exploration Facilitator

Reports To: Principal

Job Purpose:

Work with students, parents, businesses and the community to facilitate the Career Preparation and Exploration Program in the high school. Initiate and maintain effective working relationships to facilitate students' employability skills and relations with the work place.

Education:

Required: Grade 12 Diploma

Preferred: Training and / or experience in career training or counseling; previous work with youth.

Required Skills:

- Strong community relations;
- Strong interpersonal, problem solving, and time management skills; ability to be flexible;
- Effective team member as well as ability to work independently;
- Strong oral skills, including telephone etiquette, and written communication skills, particularly in the area of letter and resume writing;
- Strong knowledge of Employment Standards; current in educational and occupational trends and labour market;
- Strong organizational and coordination skills;
- Strong technology skills;
- Valid driver's license.

Responsibilities and Expectations:

- **Employer Development and Relations**
 - Develop work experience placements through community contacts;
 - Participate in Career Symposiums and university and college consortiums;
 - Assists employers in development of job descriptions and specifications, and employer profiles as it relates to work experience placements;
 - Reviews and approves technical and career related content of work placements;
 - Provides feedback for hiring and recruiting processes in relation to Employment Standards;
 - Develop connections, maintains contact and participates in professional organizations.

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- **Student Development and Placement**
 - Promotes the program to students, parents and staff;
 - Provides consultation to students and makes appropriate placement referrals;
 - Provides academic and work term schedule planning;
 - Provides recommendations and feedback for resumes, cover letters, and interview skills;
 - Provides information to students about post-secondary employment opportunities;
 - Facilitates student initiated work term development;
 - Facilitates apprenticeship placements under the direction of the teacher / administrator;
 - Provides guidance on effective work keeping skills;
 - Provides guidance on seeking post-graduate employment.

- **Monitoring and Evaluation of Work Experience**
 - Monitors students and employers through on-site visits and maintains contact to ensure job placement success;
 - Mediates and helps to resolve any student-employer difficulties and refers to teacher and / or administrator where necessary;
 - Monitors student work term reports, employer evaluations and submits to teacher / administrator in a timely manner for credit completion.

- **Program Administration and Development**
 - Promotes program in the school and community;
 - Assists with the development and ongoing review of program and policies / procedures;
 - Develops time lines and schedules for program;
 - Develops and maintains a database of prospective employers;
 - Provides recommendations to support staff, where applicable;
 - Develops reporting techniques for student and employer feedback;
 - Assumes leadership in program initiatives and projects;
 - Participates in professional development and training sessions where applicable.

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Policy**

Date Adopted: May 21, 2014