

**SCHOOL DISTRICT NO. 63
(SAANICH)****JOB DESCRIPTION****CLASSIFICATION**

Clerical

POSITION

Career Centre Coordinator

SUMMARY

Working with and under the limited direction of the School Administrator or designate(s), maintains a vibrant and up to date career centre that supports multiple pathways for a diverse range of learners. Provides students with personalized support by guiding them to access resources and by facilitating meetings with Career Program teacher(s), counsellors, and employers upon direction by the CP teacher. Supports the school-based Learning Services team in post-secondary and career-related transitions. Promotes the use of the Career Centre within the school community, maintaining an ongoing liaison with the greater community to enhance the services offered by the Career Centre.

DUTIES

- Composes routine correspondence (e.g. field trip letters) , revises and updates templates
- Maintains office systems and provides existing spreadsheets, databases, reports and documents for the CP teacher and school administrators
- Receives, processes and updates information for student applications, placements and related documentation in the student information tracking system
- Prepares existing work experience contracts for students
- Provides phone and personal reception services for the Career Centre
- Schedules appointments and meetings (and sends reminders) for students and parents to meet with Career Program teacher(s) and/or counsellors, as well as for special career and Capstone activities
- Liaises with government agencies, community employers, school and district staff, students and the public to support initiatives already organized by the CP teacher
- Supports and promotes new program implementations
- Maintains Career Centre and Counselling websites (and any other related web-based sites) to promote the program/school and obtain student feedback.
- Maintains currency of career topics for student information
- Guides students to access information concerning career/college and university entrance information to students
- Assists in checking cross-enrolment packages and post-secondary institution (PSI) registration packages for completeness and processes as appropriate
- Assists in the development and implementation of career events (e.g. schedules guest speakers from the local business community, colleges, etc. to present information regarding specific occupations) and publications including preparing letters, flyers, posters, announcements (written, PA, video monitor, school newsletter, school website, social media, school bulletin boards etc.)
- Maintains a current and comprehensive occupational library including information on careers, employment prospects and trends and employment requirements and opportunities; obtains and circulates current college and university calendars
- Maintains current lists and bulletins concerning scholarships and other financial aids available and provides assistance in completing application forms
- Assists students with career centre materials, software support and equipment

- Processes WEX12 Course Mark Entry, Course Registrations, and Course Withdrawals in Student Information System (e.g. MyEd).
- Orients students to Career Center resources and services
- Researches, orders and maintains Career Centre supplies and resources
- Operates computer-based equipment and related software
- Maintains familiarity with ministry and program requirements (audit requirements, Capstone (or new Ministry replacement) WEX, SSA, ITA, DCMS, SIP, etc.)
- Liaises with Continuing Education School/s to assist with the career cross-enrolled process
- Supports Learning Services Department and teachers who would like to access career information
- Supervises students in the Career Center
- Maintains site for current job postings, volunteer opportunities and unique volunteer placements and/or exchange programs (e.g. Latitude, Encounters Canada, etc.)
- Assists students in registering for program-related courses (e.g. Construction Training)
- Informs CP teachers when students are deficient in their CP/Trade/Apprenticeship Requirements
- Provides cashier support in Cafeteria
- Provides reception relief
- Provides literacy/numeracy support by way of tracking, registering students, ensure students are registered through the key operator registers students for Lit/Num Assessment support

* Performs other assigned duties that are within the area of knowledge and skills required by the job description.

QUALIFICATIONS

- Grade 12
 - Specialized relevant skills (e.g. Microsoft Office, GSuite, Bookkeeping etc.)
 - Working knowledge of computer based hardware and software
 - Minimum word processing of 50 W.P.M.
- * Or an equivalent combination of training and experience.

DESIRABLE SKILLS

- Ability to establish and maintain cooperative and effective working relationships with students, parents, SD 63 staff and other professionals, the public, businesses, post-secondary institutions, etc.
- Ability to analyze situations accurately and adopt effective courses of action
- Ability to guide, assist and encourage others
- Ability to maintain the confidentiality of sensitive information
- Ability to prioritize work in a busy environment often under pressure and under multiple demands
- Knowledge of career and occupational resources, trends and opportunities
- Knowledge of college and university entrance requirements and procedures
- Working knowledge of BC Graduation requirements and Passport to Education
- Knowledge of Industry Training Authority (ITA) website and how it relates to school age students
- Knowledge of South Island Partnership Programs at Camosun college

DATE

April 2023