

CAREER PRACTITIONER

DUTIES

The successful candidate will support the Off Campus Education Coordinator (OCEC) for the High Schools in the Division. Under the direction and supervision of the OCEC the candidate will perform support and become familiar with the knowledge required for the delivery of the Off-Campus Programs. The successful candidate will support the OCEC in tracking student registration, placements, course completion, reporting and credit allocation. The duties include but are not limited to: word processing, spreadsheets, creating a welcoming environment for students, operating standard school equipment and assisting and organizing school events and activities.

The successful candidate will possess the following:

- An understanding of all components of the off campus education program
- An understanding of SIRS (student information registry system)
- Must have an understanding of CEU's (Credit Enrolment Unit)
- An ability to use excel spread sheets. Must have a strong creative aptitude and be proficient in the use of creative software such as Microsoft Publisher or Adobe Acrobat; candidates may be tested for computer proficiency
- The successful candidate will be highly organized, detail orientated and have the ability to multi-task

This position will require the successful candidate to work as a 12 month employee. The successful candidate must be open and available to work during the summer and have a valid driver's license and good driver's abstract. Pay will be in accordance to the group III category in the current CUPE 1825 collective agreement, considering training and experience.

RESPONSIBILITIES

- Provide direct assistance in response to students' academic and career needs or teachers' requests;
- In collaboration with high school counsellors, provide supports and services to groups and individual students with career counselling advice, High School program planning information and Scholarship application information;
- Access appropriate internal and external resources;
- Organize and facilitate career development groups, classes and opportunities;
- Follow up work related to student registration and record keeping of Off-Campus Programs.

Career practitioners have considerable internal contacts both with the schools and School Division. Contacts vary and involve providing information through various means and coordinating information services. Career practitioners also participate on internal committees to share information, receive direction, and report on progress. External contacts extend to community service agencies, parents and others involved.

QUALIFICATIONS

EDUCATION:

Completion of a High School diploma and a two-year post-secondary diploma in a related field; or an equivalent combination of education and experience. The following certificate or diplomas are preferred:

- Career Development Certificate;
- Career Practitioner Diploma;
- Administrative Assistant Diploma

WORK EXPERIENCE:

- Experience working with youth from the ages of 14-19 in career development would be an advantage.

INTERPERSONAL SKILLS:

- Excellent written and verbal communication skills;
- Strong organizational skills;
- Problem solving and creativity skills;
- Knowledgeable in the area of career development;
- Have strong ethics and the ability to remain objective;
- Understand that it is of paramount importance to maintain confidentiality of all aspects of the school community.