



CAREERS PROGRAM ADVISOR

JOB DESCRIPTION | JUNE 2024

NATURE AND SCOPE OF WORK

The Career Programs Advisor plays a vital role in supporting and promoting Career Education programs primarily at the secondary grade level within School District 72. The position reports to the Associate and/or Superintendent responsible for careers education and is based primarily at the school board office with close collaboration with school career teachers, counselors, career facilitators, and students to provide comprehensive career and post-secondary information. The position requires frequent interaction with various stakeholders, including students, parents, district staff, community partners, and post-secondary institutions.

SPECIFIC RESPONSIBILITIES

- Develops and maintains electronic and print announcements, including website updates, visual displays, newsletters, and community news articles to promote career education activities and exchange programs.
- Acts as a liaison between external agencies and the school, facilitating the advertisement and promotion of volunteer and employment opportunities in consultation with school and district-based staff.
- Guides and supports students and staff on job search methods, resume preparation, interview skills, labor market and occupational research, and application processes.
- Conducts training sessions for students to enhance their job-seeking skills.
- Collaborates with career program teachers to promote and provide support for Youth Work in Trades, Youth Train in Trades, Work Experience, and post-secondary transition programs.
- Develops district-wide systems, reporting tools, contracts, and promotional materials to ensure consistency throughout the district.
- Collects, compiles, and verifies student records, Ministry reports, post-secondary reports, and Skilled Trades BC reports.
- Provides information and responds to inquiries about careers and post-secondary opportunities to students and their families.
- Assists students in utilizing career exploration computer programs.
- Conducts meetings with students and staff to facilitate career planning and discuss post-secondary opportunities.
- Liaises with employers to establish and maintain a district-wide database of potential employers.
- Operates computers, including software applications, and utilizes general office equipment.
- Provides assistance and direction to students with varying strengths and interests.
- Other related duties as required.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- Grade 12 supplemented by a college certificate program with relevant courses in career development or a related field, from a recognized post-secondary institution, plus one year experience working with adolescents, or an equivalent combination of education and experience.
- Ability to organize workload, meet deadlines and complete assignments with minimal supervision.
- Strong judgment when dealing with diverse assignments and situations.
- Excellent verbal and written communication skills for effective stakeholder engagement.
- Strong interpersonal skills, including the ability to work collaboratively with counsellors, teachers, and administrators.
- Ability to work with students of all backgrounds and encourage them to pursue their career goals.
- Skill in organizing and presenting information to diverse groups and individuals.
- Knowledge of adolescent behavior and psychology or experience working with secondary school-age students is an asset.
- Proficiency in the MS Office suite, word processing, spreadsheets, database management, and presentation software.
- Knowledge of the MyEd BC student administration system preferred.
- Familiarity with WCB and WHMIS regulations, emphasizing safe work habits.
- Knowledge of Ministry of Education graduation requirements preferred.

REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS

- Grade 12 Diploma supplemented by a college certificate program with relevant courses in career development or a related field, from a recognized post-secondary institution, plus one year experience working with adolescents, or an equivalent combination of education and experience.
- Valid BC Driver's License and reliable transportation for travel between schools.
- A clear Criminal Record Check to be updated every five years.

RELATIONSHIPS

- Liaises and works in cooperation with school administrators, school career teachers, counselors, career facilitators, and students. Has frequent interaction with various stakeholders, including students, parents, district staff, community partners, and post-secondary institutions.

REPORTING STRUCTURE

- Reports to the Associate and/or Superintendent responsible for careers education.

THE FOLLOWING COMMITMENTS ARE ESSENTIAL TO ALL POSITIONS WITHIN CAMPBELL RIVER SCHOOL DISTRICT

- Commitment and adherence to workplace policies, procedures and practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

CLASSIFICATION

- This position's classification is Administrative Assistant I and has a pay rate in accordance with Schedule B of The Canadian Union of Public Employees – Local 723 Collective Agreement.