

January 24, 1994

S.D. NO. 2 (CRANBROOK)

POSITION: CAREER PROGRAMS COORDINATOR

SCOPE AND PURPOSE:

Under the direction of the Director of Instruction: Student Services, the Career Programs Coordinator will coordinate Career Preparation programs at Mount Baker Secondary School and develop a program of career education for grades K - 12.

DUTIES AND RESPONSIBILITIES

A. Career Preparation Programs

1. To coordinate existing Career Preparation programs.
2. To assess the need for additional Career Preparation programs.
3. To implement Career Preparation programs cooperatively with teachers.
4. To market Career Preparation programs with
 - employers
 - parents
 - students
 - general public.
5. To assess the effectiveness of Career Preparation programs on an ongoing basis.
6. To liaise with employers, government agencies, Canada Manpower, business organizations and other school districts on career programs.
7. To supervise the overall operation of work experience for Career Preparation students.
8. Other job related duties as assigned by the Director of Instruction: Curriculum.

B. Development of Career Education in Cranbrook Schools

1. To establish goals.
2. To develop a K - 12 Career Education curriculum.
3. To coordinate, in conjunction with service clubs, a Career Day at Mount Baker Secondary School.
4. To organize and develop "Annual Initiatives" that encourage more students and community members to involve themselves in Career Education activities.

QUALIFICATIONS:

It is expected that the successful candidate will:

1. have had successful teaching experience at the secondary level.
2. Must be eligible for membership in the CDTA.
3. Must be eligible for membership in the B.C. College of Teachers.
4. possess interpersonal skills and be able to communicate effectively with the public.

Board Representative



Manager of Human Resources & Operations

CDTA Representative



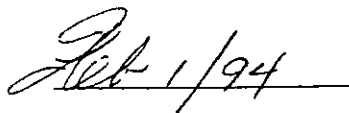
President, CDTA

District Supervisor

Director of Instruction: Student Services

Employee

Date



Feb 1/94