

January 24, 1994

**S.D. NO. 2 (CRANBROOK)**

**POSITION: STAY-IN-SCHOOLS COORDINATOR**

**SCOPE AND PURPOSE:**

Under the direct supervision of the Director of Instruction: Student Services, the Stay-in-Schools Coordinator will maintain ongoing informational and policy direction consultation with Employment and Immigration Canada and Canada Job Strategy operations. In addition, the Stay-In-Schools Coordinator will confer with the Career Programs Coordinator in order to provide a variety of options to the students of Cranbrook.

**DUTIES AND RESPONSIBILITIES**

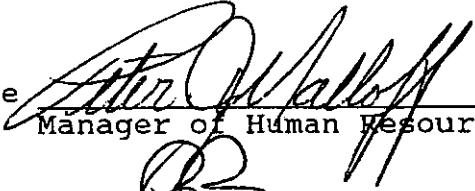
1. Ensure that the operations of the START program fulfill the contractual obligations set out by CEIC and CJS operations as well as the conditions specified by S.D. No. 2 (Cranbrook)
2. Be responsible for the financial control of the START program.
3. Prepare all reports and proposals as stipulated in the Delivery Agreement.
4. Facilitate communication within the Network of Stakeholders in the community.
5. Monitor all aspects of program activity.
6. Develop and promote all Stay-in-Schools initiatives.
7. Work cooperatively with the Career Programs Coordinator and promote all career programs parallel to the START initiatives.
8. To perform any other job related duties as assigned by the Director of Instruction: Student Services.

Stay-in-Schools Coordinator  
January 24, 1994  
Page 2

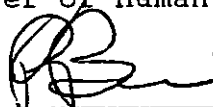
**QUALIFICATIONS:**

1. Training and experience in the area of Counselling/Special Ed. and/or related fields.
2. Teaching experience at the secondary level.
3. Must be eligible for membership in the CDTA.
4. Must be eligible for membership in the B.C. College of Teachers.
5. Must possess interpersonal skills and be able to communicate effectively with the public.

Board Representative

  
\_\_\_\_\_  
Manager of Human Resources & Operations

CDTA Representative

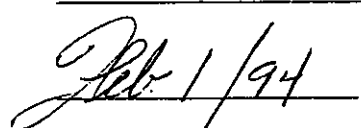
  
\_\_\_\_\_  
President, CDTA

District Supervisor

\_\_\_\_\_  
Director of Instruction: Student Services

Employee

Date

  
\_\_\_\_\_  
Feb 1 / 94

jobstay