



Career Development Consultant

Administrative Procedure 2.B.55

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference: Public Schools Act, Education Administration Act

Date Adopted: March, 2008

Date Amended: April, 2015

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honor these values in the daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

General Responsibilities:

The essential role of the Career Development Consultant is to provide leadership in the development and implementation of all aspects of career programming for the school division including the Career and Technology Studies for the school division. in support of the Evergreen Education Plan. The Career Development Consultant will work as a member of the Evergreen Leadership Team and will report to the Assistant Superintendent. The position is based in Gimli.

Career Development provides orientation, applied learning options and flexible learning opportunities for students. This "authentic" learning environment will be promoted along with the integration of other course work and career counseling services in order to encourage more informed career planning for students.

Responsibilities and Duties:

1. Program Administration:

- a. Overall Career Development program management
- b. Develop and implement division strategy for career development including the identification of student-based resources
- c. CTS and Technology Education Project Management
- d. Register courses with Manitoba Education and Advanced Learning (MEAL)
- e. Maintain lines of communication with MEAL on all aspects of career program development, including the High School Apprenticeship Option.
- f. Develop applications and proposals for funding to support programs and related resources

- g. Monitor Career Development and CTS program development by tracking credits
- h. Identify and coordinate professional development for school coordinators and staff
- i. Develop partnerships with community-based businesses and organizations for student placements, program development and promotion
- j. Maintain divisional database of community-based partners
- k. Organize and chair divisional school-based coordinator meetings
- l. Develop and maintain partnerships with post-secondary institutions for dual credit and articulation
- m. Provide school-based coordinators with industry sector contacts and resource persons based on local interests
- n. Coordinate, support and attend divisional Sponsor Appreciation events
- o. Liaise with neighbouring School Divisions and regional consortia
- p. Maintain the Career and Technology Studies website

2. School-based Program Development

- a. Develop program promotional materials
- b. Mentor School Coordinators
- c. Attend information meetings on invitation
- d. Provide updates to Student Handbooks
- e. Inform school-based coordinators of opportunities for students to participate in competitions, exhibitions, information forums, etc.
- f. Promote cross-curricular approach to portfolio development

3. Curriculum Development and Implementation:

- a. Identify and pursue development and acquisition of new programs and credit options within the Career Development framework
 - b. Consult with school coordinators to maintain and improve the school-based course materials, e.g. Management Skills 40S (pre-employment orientation) and assessment strategies.
 - c. Support school administration and teachers in integrating Career Development opportunities in core curriculum areas
4. Perform any other related duties as may be assigned by the Superintendent's Department.

Skills and Qualifications

- Minimum of 5 years of exemplary teaching experience (preferably at High School)
- Excellent interpersonal and communication skills
- Extensive knowledge of current research regarding effective pedagogy and community based programming
- Knowledge of High School Career Programs, CTS programming and apprenticeship would be considered an asset
- Experience and ability to mentor teachers and deliver workshops
- Skills in data analysis and interpretation

Employment Requirements

- Manitoba Teacher Certification
- Demonstrated leadership experience at the school, division or provincial level
- Driver's license and access to a vehicle