

**SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows
JOB DESCRIPTION**

JOB TITLE: Career Planning Assistant

DATE: September 2012

Revised: MAY 2014

PAY GRADE:

LOCATION: Secondary Schools

SUMMARY: Under the general direction of the Administrator responsible for Work Experience and Partnership Programs and the supervision of the site-based Principal, assists in the organization and operation of Career Education, Work Experience and Partnership Programs. Working in collaboration with teachers and other staff and community resources, assists students with their career planning objectives, scholarship applications, and making informed and wise choices with their transition from high school to post secondary education. Responsible for the general care and operation of secondary guidance school Career Centres.

DUTIES:

1. Prepares and monitors students' use of computerized career exploration programs, conducts career/interest assessments, and maintains, updates and organizes Career Centres.
2. Assists students with job search techniques, resume writing, and career planning using a variety of resources.
3. Assists students with course planning, eligibility awareness for post-secondary education, post-secondary applications and transcripts towards meeting their career goals.
4. Assists students with scholarship applications and eligibility as well as financing/student loan information.
5. Provides students with information on Secondary School Apprenticeship, Partnership, Career Prep, Academies and other programs.
6. Schedules students for career development.
7. Utilizing various software applications, updates career databases, web-pages and other career resources.
8. Compiles and files employer forms related to work experience and other career related information and assists with student placements and tracking.
9. Gathers, compiles and communicates employment postings and volunteer opportunities received from the community.

10. Completes assigned reports and standardized forms.
11. Gathers and compiles career and post secondary information such as program offerings and entrance requirements for use in schools and distribution to staff, students, and parents.
12. Answers the telephone, responds to inquiries, and handles messages.
13. Assists in arranging and coordinating career events, seminars and sessions.
14. Performs other assigned comparable duties which are within the scope of knowledge, skills and ability required by this position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

1. Successful completion of Grade 12 plus a Career Development Practitioner diploma/certificate or equivalent training and experience in the field of career/employment development.
2. Proven interpersonal, organizational and communication skills.
3. Proven ability to work with adults and adolescents.
4. Ability to perform clerical duties including the operation of computer systems including keyboarding skills at a minimum of 40 net wpm.
5. Ability to access, organize and present career related information.
6. Current knowledge of relevant agencies, programs, and school and community resources.
7. Ability to communicate and function effectively and harmoniously in a student/teaching environment.
8. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
9. A valid B.C. driver's license.

JOINT COMMITTEE MEMEBER'S SIGNATURES:

	
	