



FRONTIER SCHOOL DIVISION POSITION DESCRIPTION
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JOB TITLE	Student Advisor Work Education Program
CLASSIFICATION	
DEPARTMENT	Career Studies
LOCATION	Division Office
REPORTS TO	Work Education Coordinator
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three Months
EFFECTIVE DATE	

POSITION SUMMARY

Under the direction of the Work Education Coordinator, the incumbent assists with program delivery for the Work Education program. The incumbent will provide support to the Work Education Coordinator in the areas of liaison with students, parents/guardians and teachers, program coordination and provision of orientation sessions. The incumbent will be expected to work with minimal supervision in coordinating the various work activities to meet the needs of the individual programs.

QUALIFICATIONS

Education

- Grade 12
- Two year post secondary training at certification level (e.g. Applied Counselling or Youth Care Worker).
- Valid Manitoba driver’s license.

Experience

- One year experience in a student services program area (i.e. counseling, work education, career counseling).

Knowledge, Skills, and Abilities

- Basic knowledge of a variety of computer applications in a network environment requiring the use of word processing functions, spreadsheets.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Ability to develop and maintain effective contact and communications with students, employer groups, agencies, parents/guardians, classroom teachers.
- Ability to exercise initiative and judgment in determining work priorities.
- Ability to work with limited direction and supervision.
- Ability to assist student work-site problems and assist in their resolution.

DUTIES AND RESPONSIBILITIES

- Assists with the review, recruitment and assessment of potential work experience employers
- Assists with the development and monitoring of job duties and weekly activity plans for students in the Work Education Program.
- Establishes and maintains applicable and appropriate contact with students.
- Develops orientation folders and assists with delivery of work education orientation sessions.
- Sets up bus transportation schedules and other means transportation for work education students.
- Assists with planning, developing and implementing of social, recreational programs for students involved in work education sessions.

Performs other duties as assigned.

CONTACTS

Division, Area and School personnel
Program Coordinators
Parents/guardians
External agencies

WORKING CONDITIONS

Travel to school division sites
Travel to work experience sites/communities required at peak periods
General office conditions
This position works the school year
Evening and weekend work

PHYSICAL AND VISUAL REQUIREMENTS

Physically capable of performing all the duties of the position
Able to lift up to 20 kg

EQUIPMENT USED

General Office equipment
Personal computer and a variety of software packages
Division Fleet vehicle

APPROVED

	March 9, 2012
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Signature, Chief Superintendent

Date

	March 9, 2012
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Signature, Secretary-Treasurer

Date

	March 9, 2012
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Signature, Human Resources Coordinator

Date