

## **School District No. 8 (Kootenay Lake)**

### **Job Description**

**Status:** Approved

**Date:** May 2002

### **Job Title**

Work Experience Facilitator

### **Job Summary:**

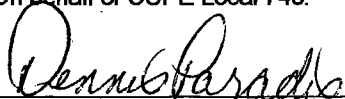
An employee who, under the direction of the Principal, develops and co-ordinates work experience placements and works in conjunction with the CAPP Program and the Career Education Teachers.

### **Job Requirements:**

1. Required training will be a minimum of two (2) years post-secondary education, in a related area(s) (e.g. Education/Human Services/Communication/Administration) or experience related to those fields together with experience working in Career Development or with Work Experience Placements. Business experience would be an asset.
2. Ability to perform data entry relative to computer for basic word processing, spread sheets and software relating to programs and data bases, etc.
3. Ability to establish and maintain good working relationships with school personnel, parents, students, the business community, Ministry Personnel and resource personnel.
4. Knowledge of Ministry policies, Guidelines and Best Practices for Work Experience
5. Ability to communicate effectively.
6. Ability to provide effective instruction to students, staff and other individuals.


Approved: May 2002

On behalf of CUPE Local 748:



Work Experience Facilitator

On behalf of School District No. 8 (Kootenay Lake):

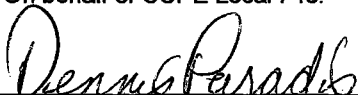


7. Ability to work flexible hours.
8. Ability to work well independently with strong organizational and time management skills.
9. Ability to be part of a collaborative team.
10. Valid B C Drivers Licence - Class 5 may be required.
11. Must have understanding and knowledge of safe work practices.
12. Perform other job related duties as may be assigned

**Job Duties:**

**Job Conditions:**

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On behalf of School District No. 8 (Kootenay Lake):

