

School District No. 43 (Coquitlam)

CLASS SPECIFICATION

CAREER RESOURCE FACILITATOR

SUMMARY:

The Career Resource Facilitator reports to the Principal/designate and assesses, researches, facilitates and presents information that provides for the operation, maintenance and promotion of the Career Resource Center at a Secondary School.

DUTIES:

Develops, operates and promotes the Career Resource Centre and organizes career development resources within the school; maintains and updates required information from outside organizations, agencies, employers and the Internet.

Schedules, administers and interprets assessments; instructs students on computer/paper-based assessments such as Career Cruising, Bridges, Educational Planner and Personality Dimensions; reviews and makes recommendation regarding new career development software programs and curricular resource materials; makes regular in-class presentations; assists students with paper/ on-line college/university applications.

Assesses the needs and interests of students in order to provide appropriate information and resources for students, staff, parents/legal guardians on career development and post secondary requirements; guides and assists students with career development and planning, post secondary planning and labor market research; provides instruction and coaching on interview skills, resume and cover letter writing, developing portfolios, and effective job search strategies.

In support of the counseling/administration department, the CRF assists, liaises, organizes and supports career development activities and programs; participates in the acquisition, presentation and application of scholarship materials including the maintenance, organization and promotion of documents required to complete scholarship applications.

Plans, organizes, promotes and facilitates Post Secondary Day, career seminars, fairs, informational sessions and guest speakers; attends or presents at conferences, seminars, workshops, inservice sessions, meetings and open house events for students, parents/legal guardians and the community.

Initiates contact and liaises with numerous agencies, businesses and post-secondary institutions both locally and globally; performs public relations function by informing staff, students, parents and the community of new and relevant career development information.

Operates computers, photocopiers, fax machines and other related equipment.

REQUIRED KNOWLEDGE AND SKILLS:

Must have a minimum two years' college university education/ university transfer program from a college (business/human resource/psychology).

A working knowledge of current computer word processing/data base software and current vocational assessment software such as Career Cruising & Career Explorer/Bridges and other standard testing software.

Keyboarding/Typing at 40 w.p.m.

RATIFIED BY UNION: _____ **DATE:** _____

RATIFIED BY EMPLOYER: _____ **DATE:** _____