

NOTICE OF JOB OPENING - COMPETITION # 2268-10-048

EMPLOYEES OF THE SCHOOL DIVISION ARE ADVISED OF THE FOLLOWING JOB OPENING:

JOB CLASSIFICATION: Program Facilitator

WORK CENTRE: To be determined.

JOB SUMMARY: A position to assist and work in collaboration with division career development team and school counsellors to provide assistance and resources to students, teachers and parents in the areas of career and life planning.

REQUIRED QUALIFICATIONS:

As per Board Policy; In addition, preference will be extended to applicants who possess the following qualifications:

- Training beyond Grade 12 related to working with students at the high school level.
- Post secondary education or certificate in a related field such as human resources, psychology, education or social work is an asset.
- Experience working in career development or a combination of training and experience.
- Demonstrated planning and organizational skills.
- Program and learning strategy development and facilitation experience.
- Successful partnership building between stakeholders.
- Experience in student supervision.
- Good written and oral communication skills.
- Demonstrated experience presenting workshops and presentations.

TERMS OF EMPLOYMENT:

- As per Collective Agreement.
- 6.5 hrs/day
- To begin a.s.a.p.
- Salary range - \$18.90 - \$22.32 per hour

APPLICATION PROCEDURES:

- Written applications should be directed to Human Resource Services (Fax: 659-2012). **PLEASE REFER TO COMPETITION NUMBER WHEN APPLYING.**
- Electronic applications (**INTERNAL APPLICANTS ONLY**) can be submitted through the Web Portal under "Employee Self-Serve ⇨ Employment Opportunities".
- **APPLICATIONS SHOULD BE RECEIVED NO LATER THAN 4:30 P.M., SEPTEMBER 10, 2010.**

POSTING OF NOTICE

POSTED BY: _____ (Signature) _____ (Date)

