

LAKESHORE SCHOOL DIVISION

2.B Transitions Coordinator K-12 – 75% School, Career and Life



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SCHOOL DIVISION

Position Description

As students enter and exit the school system, they will encounter many choices and transitions along the way. Through a holistic approach, the divisional coordinator, school-based coordinators, and staff will work with students, informing, examining, engaging, supporting, and guiding them through elements of School, Career and Life planning. This approach will support all K-12 students, leading through process of discovery and experiences that aim to provide insight, direction, and relevance to their current education as well as future school, career and life plans.

Primary Functions

- Support divisional work to improve students' school, career and life planning through a variety of educational, individualized and personalized opportunities for students.
- Liaise with Manitoba Education, Manitoba Apprenticeship, Regional and Provincial Partners
- Work alongside school-based coordinators to develop and maintain community-based partnerships and relationships.
- Seek out and develop new partnerships (i.e. post-secondary/dual credit)
- Work collaboratively with individuals and teams of teachers in the areas of school, career and life choices.
- Collaborate with teachers in planning and supporting all students through investigation, planning and participating in individualized and personalized learning opportunities.
- Share current resources and effective career development strategies with teachers.
- Support the integration of technology as it pertains to individual development, school, career and life plans.
- Work with the Curriculum Lead Teacher to support the use and integration of technology across disciplines and to support school/community connections.
- Support Career Internships and High School Apprenticeship (HSAP) in all high schools. Coordinate Career Internships and HSAP for Inwood School.
- Coordinate CPR/First Aid Training for the division.
- Work with the Superintendent/CEO to develop applications, proposals, and reports as required.
- Provide professional development to Lakeshore School Division teachers as appropriate.

Operational Guidelines

Worksite Location	All schools (K-12) (home base – at home or one of the two colony schools)
Reporting Relationship	Reports directly to the Superintendent/CEO
Evaluation	The Superintendent/CEO will assess the Transitions Coordinator as per the Lakeshore School Division Teacher Evaluation Guidelines.
Job Status	Current (2015-16) Administrative Allowance will be maintained. Position description of principal will be maintained.

Expense Guidelines

Phone	Thirty dollars per month can be claimed against personal cell phone use for 10 months of the year. This is to be claimed on monthly expense claims.
Mileage	Mileage will be calculated from Fisher Branch Collegiate at the Division's current rate of \$0.45 per kilometer.
Technology	To be preapproved by the Superintendent/CEO in accordance with the budget allocation.
Professional Development	To be preapproved by the Superintendent/CEO.
Other	To be preapproved by the Superintendent/CEO

All other conditions of the employment are outlined in the LTA Collective Agreement. Guidelines for 2016-2017

