

## ROLE OF CAREER COACH LEAD

### Background

Guided by the High Prairie School Division's (HPSD's) vision, mission, and core values, the Career Coach Lead will champion the importance of careers education to students, staff and parents. The Career Coach Lead will work with stakeholders to implement a common vision and strategic plan for careers education in the HPSD. The Career Coach Lead will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the Education Act, and Board policy.

The Career Coach Lead is directly responsible and accountable to the Superintendent.

### Procedures

The Career Coach Lead will have specific responsibilities for:

#### 1. Student Learning

- 1.1. Provides career coaching services to/work with students at Lakeside Outreach School.
- 1.2. Looks for new opportunities to enhance and/or expand the Career Coaching program.
- 1.3. Reviews related HPSD and school-based accountability data to identify strengths and gaps.
- 1.4. Liaises with Career Coaches and post-secondary partners to coordinate dual credit programming within HPSD schools.
- 1.5. Participates in provincial dual credit initiatives.
- 1.6. Works in cooperation with post-secondary institutions to create new dual credit opportunities for HPSD students.
- 1.7. Researches existing dual credit programs available throughout the province and evaluates their relevance to the needs of HPSD students.
- 1.8. Develops and coordinates new career exploration programs to meet HPSD student needs.
- 1.9. Develops and coordinates education enhancement programs and initiatives.
- 1.10. Researches evidence-based practices in career development.

#### 2. Student Wellness

- 2.1. Provides support to ensures that each student is provided with a welcoming, caring, respectful and safe environment that respects diversity and fosters a sense of belonging.
- 2.2. Develops and maintains positive and effective relations with provincial government departments and regional/community agencies and post-secondary institutions which provide services/supports to students.

#### 3. Human Resources Management

- 3.1. Supervises, evaluates, and reviews the performance of direct reports.
- 3.2. Provides ongoing support and professional development to direct reports in the delivery of programs and courses within the HPSD.
- 3.3. Works with new direct reports to provide training and mentorship throughout the transition period.
- 3.4. Works with all principals to promote strategic actions for respective careers programming.

#### 4. Fiscal Responsibility

- 4.1. Develops a departmental budget within the parameters and constraints of the HPSD budget.
- 4.2. Maintains financial records and balances, when appropriate.
- 4.3. Ensure the proper fiscal management of budget allocations.
- 4.4. Identifies existing funding opportunities to support dual credit programs, career exploration programs, and education enhancement programs within HPSD schools.
- 4.5. Liaises with stakeholders to create and secure new funding opportunities for dual credit programs, career exploration programs and education enhancement programs within HPSD schools.

- 4.6. Prepares materials for post-secondary Instructional Service Agreements.
- 4.7. Liaises and prepares materials for contracts with respective digital vendors (i.e. Myblueprint).
- 4.8. Operates in a fiscally prudent and responsible manner.

## **5. Policy/Administrative Procedures**

- 5.1. Assists the Superintendent in the planning, development, implementation, and evaluation of Board policy within areas of responsibility.
- 5.2. Provides leadership in the planning, development, implementation, and evaluation of administrative procedures within areas of responsibility.
- 5.3. Ensures application of Board policy and administrative procedures as required in the performance of duties.

## **6. Organizational Management**

- 6.1. Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines and adherence to Superintendent directives.
- 6.2. Contributes to an HPSD culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative, and cohesive fashion.

## **7. Communications and Community Relations**

- 7.1. Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in areas of responsibility.
- 7.2. Ensures staff, students, and parents have a high level of satisfaction with the services provided and the responsiveness of the department.
- 7.3. Promotes dual credit programs, enrolment and participation to HPSD students and parents.
- 7.4. Represents the HPSD on provincial committees and relevant agencies and working groups with respect to career education.
- 7.5. Liaises with other HPSD personnel to promote mutual success.
- 7.6. Works closely with partnering post-secondary institutions.
- 7.7. Represents the HPSD on relevant provincial committees.
- 7.8. Promotes and monitors SKILLS in the HPSD.
- 7.9. Promotes the HPSD Career Coaching program to stakeholders and other relevant groups.
- 7.10. Oversees the Career Coaches webpage and other general communications vehicles (i.e. Facebook, Twitter).
- 7.11. Supports the development and enhancement of CTS programming within secondary schools, as it relates to career pathways.
- 7.12. Promotes CTF programs to schools and teachers, and supports teachers in the outcome-delivery of these programs.
- 7.13. Researches existing partnerships between other school divisions and stakeholder groups in other communities and identifies those that are relevant or have potential within the HPSD.
- 7.14. Establishes, maintains and strengthens stakeholder partnerships that align with the goals of the Career Coaching Program, which may include, but are not limited to, local government agencies, community organizations, the business community and post-secondary partners.

## **8. Superintendent Relations**

- 8.1. Establishes and maintains positive, professional working relations with the Assistant Superintendent.
- 8.2. Provides information which the Superintendent requires to perform the role in an exemplary fashion.
- 8.3. Serves on such committees as determined by the Superintendent.

## **9. Leadership Practices**

- 9.1. Practices leadership in a manner that is viewed positively and has the support of those with whom they work in carrying out the Superintendent's expectations.
- 9.2. Exhibits a high level of personal, professional and organizational integrity.

## **HPSD Appendices**

*Appendix 463A - Performance Assessment Guide (PAG) for Career Coach Lead*

## **References**

*Education Act Sections 8, 33, 35.1, 52, 196, 197, 222*

*Employment Standards Code*

*Freedom of Information and Protection of Privacy Act*

*Labour Relations Code*

*Occupational Health and Safety Act*

*Leadership Quality Standard*

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Reviewed: