



South Island Partnership

Trades and Technology TRANSITION COORDINATOR

School District Secondment or Term Contract Opportunity

Closing Date: October 29, 2017

ORGANIZATIONAL OVERVIEW

Camosun College is a comprehensive community college located on the traditional territories of the Coast and Strait Salish peoples serving the people of the Greater Victoria Region of British Columbia. Guided by an inspiring strategic plan and administered by a professional community of talented faculty, staff and senior executives, Camosun enrolls 19,000 learners each year, including over 1,100 Indigenous students and 1,700 International students.

South Island Partnership (SIP)

Camosun College collaborates with South Island school districts (SD 61 Victoria, SD 62 Sooke, SD 63 Saanich, SD 64 Gulf Islands and SD 79 Cowichan Valley) as a member of the South Island Partnership. The Partners work collaboratively maximizing resources and expertise to support smooth secondary student transition to College programming through career education and dual credit arrangements. This unique partnership provides programming and services to support student transitions into a variety of career pathways (Communication, Business, Health and Human Services, Trades and Technology). The South Island Partnership provides regional (College and School District) leadership in the development and coordination of dual credit programming.

JOB SUMMARY

Reporting to the Director South Island Partnership (SIP), the Transition Coordinator works with Camosun College and five local Vancouver Island School Districts to develop dual credit transition pathways for secondary students. The Transition Coordinator works as part of a team including Coordinators, Teachers, Instructors, Administrators and Support staff responsible for the development and implementation of dual credit programs in Trades and Technology programs. The Transition Coordinator supports students to pursue education at the post-secondary level and transition to local employment opportunities.

This is an ongoing position subject to yearly renewal however as this is a mid-year posting - the start date and duration of this position may vary based on the agreement with the successful candidate. This posting is open to South Island regional residents that meet the qualifications.

ESSENTIAL JOB FUNCTIONS

- Develop and support South Island Partnership Trades and Technology Transition programs and dual credit students
- Work collaboratively with the SIP Team, School District and Camosun College staff in program development initiatives, pilots and activities
- Support dual credit students by working with parents, secondary school teachers, college instructors and administrators to problem solve student issues, and work with students to support program completion and success
- Develop, arrange and manage student orientations and interviews, parent orientations, teacher team meetings and professional development sessions as needed



- Work with the partnership team members in establishing, managing and supporting trades and technology promotional activities and events including summer programs
- Provide support to Camosun College instructors working with secondary students
- Make arrangements for or provide extra supports (math tutoring, learning support services, counselling services, employment seeking services) for students participating in the programs
- Promote dual credit options through in school presentations and counseling of secondary students working with secondary school based staff, teachers, coordinators and administrators

OTHER FUNCTIONS AND RESPONSIBILITIES

- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- In depth knowledge of the South Island Partnership
- In depth understanding of the post secondary and secondary education systems
- Evidence of entrepreneurial skills in program development, working within a school community and with the broader community including business and industry
- Excellent communication skills both verbal and written communication
- Demonstrated ability to work effectively as a member of a team
- A self-starter, able to initiate opportunities for partnership development and manage relationships with diverse groups
- A good collaborator and facilitator willing to work through problems and comfortable seeking input from various sources working with others in the South Island Partnership office and with partner organizations
- Ability to represent and act on behalf of the SIP to support positive relations between and on behalf of the partnership (School Districts 61, 62, 63, 64, 79 and Camosun College)

QUALIFICATIONS

- up to date Criminal Record Check or valid BC Teachers Certification in good standing; preferences for educators with career specialization in Trades and Technology
- experience working for a south island school district with secondary school teachers and students; ideally developing and coordinating programs or activities and experience teaching and counselling secondary students
- experience working within a post-secondary environment – in delivery of a dual credit program; or collaborating in the development or delivery of events and activities
- demonstrated success in the development of career programs including: trades, technology, business, health and human services, sport and exercise and/or for specific student populations including: special education, ESL, first nations, and students with learning disabilities

If you have any questions about this posting contact Kelly Betts bettsk@camosun.bc.ca or call Nicola Priestley 250-370-4575. Only those selected for an interview will be contacted – reply in confidence by October 27, 2017 with resume, quoting South Island Partnership to:

Camosun College
Human Resources
3100 Foul Bay Road
Victoria, BC V8P 5J2

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E-mail: hr@camosun.bc.ca

Camosun College is an Equal Opportunity Employer