

LETHBRIDGE SCHOOL DIVISION

402.11.2.32 Career Practitioner

# Section One Introduction

Name

Location

Start Date for Current Position

Evaluator (Principal/Vice Principal)

Date

Reason for evaluation:

Evaluation process for employees new to the Division (indicate period below)

6 Month Evaluation  10 Month Evaluation

Employee request

Employee has not developed and implemented a Growth Plan

Employee may not be meeting the Support Staff Quality Standards

# Section Two Career Practitioner Quality Standards Form

**In accordance with the expectations of the Career Practitioner position, the employee will be evaluated within the following areas:**

* All areas should be marked as meeting (M) the standard, not meeting (N/M) the standard, or not applicable (N/A). For the purposes of this form, “meeting” describes job performance that meets the standard of performance in each area. Where areas of “not meeting” standards are identified, a comment must be made.
* All marked deficiencies must be accompanied by supporting documentation.

**1. KEY RESPONSIBILITIES**

This position is responsible for providing assistance and support to student(s) in the area of career awareness so they can make better career decisions.

M N/M N/A

Counsel students in the area of career awareness

Lead classes in the area of career development

Arrange for career development resources to be available in schools

Facilitate the use of online education and career planning tools

Build capacity within schools to provide career development opportunities for all students

Self-motivated

Portrays an approachable and optimistic demeanour

Develops a working relationship with student(s)

Liaise with outside agencies, post-secondary institutions and other career development providers and assists with accessing services

Under the direction of the teacher counsellor/administrator, set up programs and develop materials to be used for classes and one-on-one sessions

Carries out directions and duties as assigned

COMMENTS:

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**2. PERSONAL/PROFESSIONAL QUALITIES**

M N/M

Builds positive interpersonal relationships (with other support staff, teachers, student(s), public; includes dealing with conflict)

Exhibits behaviours of a team player (with the Counselling team, the school, the community, and the Division)

Demonstrates the ability to communicate effectively and appropriately

Resolves conflict effectively

Uses time effectively (include attendance, punctuality, setting of priorities, keeping to schedules)

Takes initiative (self-directed, takes charge of assigned tasks, requires minimum supervision)

Maintains appropriate personal hygiene and appearance

Promotes an atmosphere of mutual respect and appreciation for individual differences, all staff, students, families, and community members, regardless of race, culture, gender, faith, nation, or spoken language within the school division

Promotes a welcoming, caring, respectful, and safe work environment

COMMENTS:

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**3. POSITION REQUIREMENTS**

M N/M N/A

Assess students’ career goals and provide career counselling advice

Support high school program planning and recommend educational program choices

Monitors student(s)’ career goals and communicates with the parents/teacher(s) as required

Encourages development of problem-solving skills, self-confidence, independence and self-reliance

Assist in monitoring students’ progress towards high school completion

Develop and implement materials/programs for universal, targeted and individual career development

Arrange for career development resources to be readily available in the school and support the use of resources in career development classes

Build partnerships with business, post-secondary institutions and other career development providers

Assist in the promotion and development of Off-Campus Education

Promote job shadowing, career fairs and post-secondary fairs

Participate in appropriate learning team meetings and advocate on behalf of the student(s).

Establish and maintain open communications between school and parents/guardians

Facilitate access to work experience opportunities and scholarship application information

Provide academic and career information and assistance to students moving from middle school to high school and high school to post-secondary or the work force

Assist with welcoming of new students and with the registration process as required

Maintain appropriate data/documentation and ensure confidentiality at all time

COMMENTS:

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**4. POSITION REQUIREMENTS (OUTSIDE OF CLASSROOM)**

M N/M N/A

Attends training seminars and sessions as required

Utilizes services of outside agencies, post-secondary institutions and other career development providers

Meets and communicates with parents as required

Participates in learning team meetings as required

Orders and prepares materials for use by the student(s) or assists the teacher in this function

Active participant on the staff to which assigned

Performs other related duties as required

COMMENTS:

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**5. COMMUNICATION**

M N/M

Demonstrates excellent communication skills both in written and oral format

Maintains confidentiality related to Division students and staff

Has proven public relations skills and demonstrated ability in promoting and maintaining effective working relations with public, student(s), co-workers, school staff, administration and Division officials

COMMENTS:

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**6. TIME MANAGEMENT**

**Attendance report attached**

M N/M

Attends regularly, with no incidental (1-2 per month) absences or patterns of absences as demonstrated by the reviewed attendance report attached

Is on time, ready to work with students at the assigned times

Sets priorities in collaboration with teacher(s) and administration

Uses time effectively

Follows assigned schedule with no incidents of arriving late, extending of breaks or leaving early

COMMENTS:

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# **7. DECISION**

Completes probationary process

Improvement plan implemented; employee proceeds to 10 month evaluation

Employee returns to Growth Plan process

Employee must submit a Growth Plan within one month

# **8. EVALUATOR’S COMMENTS**

COMMENTS:

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# **9. EMPLOYEE’S COMMENTS**

COMMENTS:

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*Steps for completion:*

1. Evaluation is completed by school administrator(s) with written feedback from Counselling Coordinator.
2. Evaluation is signed off by school administrators(s) and Counselling Coordinator.
3. School administrator(s) (and Counselling Coordinator, if required) meet with employee to review evaluation.
4. A copy of the evaluation is provided to the employee, school administrator(s), and Counselling Coordinator. HR is given the original document.

***As Counselling Coordinator, I have read and approve this evaluation.***

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Counselling Coordinator Signature Date

***As Principal, I have provided feedback and approve this evaluation.***

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Principal/Vice Principal’s Signature Location Date

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Principal/Vice Principal’s Signature Location Date

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Principal/Vice Principal’s Signature Location Date

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Principal/Vice Principal’s Signature Location Date

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Principal/Vice Principal’s Signature Location Date

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Employee’s Signature Date

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Reviewed by Human Resources Date