



### **Vocational Education Facilitator**

#### **Position Summary**

The Vocational Facilitator provides support to school and division personnel with the promotion of the vocational programming. The Vocational Facilitator works under the direction of the Superintendent and is part of the school and divisional team providing support to students, parents and the community.

#### **Responsibilities and Duties:**

The Vocational Facilitator will:

- Assist in planning and implementing strategies to improve vocational opportunities for students.
- Assist in developing and strengthening connections between schools/divisions and local organizations, business as well as industry.
- Develop program awareness, promotion & public relations.
- Liaise with secondary, post-secondary education, apprenticeship and government and appropriate divisional staff.
- Work with school staff to develop specific Student Community Learning Plans (SCLP) when requested
- Assist in the access or provision of professional development opportunities related to vocational programs.
- Assist in implementation of programs/projects related to vocational education.
- Assist in related assessment, reporting and scheduling tasks.
- Monitor report and advise on vocational programs; initiate research and track student and business/industry participation.
- Act as point of contact regarding vocational programs.
- Monitor on-the-job training.
- Ensure both students and employers are aware of their respective roles and responsibilities
- Ensure both students and employers are aware of expectations of workers compensation board including safety regulations, and tasks of the trade.
- Determine suitability of employer/worksite.
- Assume other duties as assigned.