

 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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 Employee’s Signature Date

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 Reviewed by Human Resources Date