

**ADMINISTRATIVE AND PROFESSIONAL SCHOOL  
STAFF JOB DESCRIPTIONS**

**POSITION TITLE: CAREER DEVELOPMENT PLACEMENT TEACHER**

**REPORTS TO:** Principal of Jameswood

**JOB GOAL:** To provide students an opportunity to enhance their secondary programming while assisting them in making career decisions. The Career Development Placement Teacher will provide opportunities for students to earn a credit that integrates classroom theory and learning experiences at a workplace.

**QUALIFICATIONS:**

- Valid Manitoba Teaching Certificate
- Minimum Bachelor of Education degree

**DUTIES AND RESPONSIBILITIES:**

1. To facilitate work placements of students who would benefit from such an experience.
2. To provide high school students an opportunity to earn a credit while completing a work placement in the community.
3. To make connections between school and the workplace community.
4. To provide opportunities for students to pursue a career of interest prior to finalizing plans for post-secondary education, training or employment.
5. To assist teachers to help students develop the essential skills and work habits required in the workplace and acquire an understanding of employer and workplace expectations.
6. To improve student's employability skills.

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**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP2-39**

7. To support teachers and school-based administrators in career information, discovery and counselling in grades 6-12.
8. To assist teachers and students in developing successful career planning strategies.
9. To assume other responsibilities as may be required.

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