

POSITION DESCRIPTION

POSITION TITLE: CTS/APPRENTICESHIP LEADER

The position involves the overseeing and coordination of all Career Technology Studies and Apprenticeship programming within Turtle Mountain School Division. More specifically, duties will include:

Apprenticeship:

1. Promoting apprenticeship as a career option amongst students within TMSD.
2. Assisting students/parents in completing applications for the apprenticeship program.
3. Serving as the contact person between TMSD and Apprenticeship Manitoba.
4. Promoting the high school apprenticeship program amongst the surrounding business and industry community.
5. Assisting employers with completing necessary paperwork as part of participating in the apprenticeship program.
6. Monitoring all students who are enrolled in the apprenticeship program, including the tracking of hours, credit attainment (and communication of same to school personnel), and site visits.
7. Working with employers to ensure students are assessed appropriately as part of credit attainment.
8. Serving as the divisional representative for TMSD at any regional and/or provincial apprenticeship meetings.
9. Maintaining data in relation to student enrolment and completion of apprenticeship credits, as well as students who remain in apprenticeship post-graduation.

Career Technology Studies:

1. Serve as the divisional coordinator for all Career Technology Studies programming within the division, including working with school-based coordinators in Killarney and Boissevain.
2. Work with classroom teachers to seek opportunities for linkages between CTS programming and curricular outcomes.
3. Oversee all CTS programming for students in colony schools.
4. Ensure all CTS credits being awarded are aligned with approved CTS program credits, and that outcomes are being met as per the requirements for each credit.
5. Complete and submit all necessary government documentation, such as Worker's Compensation forms as well as FB115 forms for all Internship students on the colonies, and ensure same is completed in Boissevain and Killarney.
6. Serve as the divisional representative at regional and/or provincial CTS meetings.
7. Coordinate annual career days for students to experience career options from a variety of industries in a hands on manner and with direct participation from industry representatives.
8. Maintain data in relation to student enrolment and completion of CTS credits, as well as students who pursue post-graduation career options related to their CTS credits.
9. Prepare an annual report pertaining to CTS activities both within TMSD as well as regionally.
10. Organize sponsor appreciation activities.

Cross Reference:

Approval Date:

Policy Review Date:

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