

DCAF – Dual Credit & Apprenticeship Facilitator

Division: 5

Job Band: 10

Reports to: Work Experience Coordinator

Job Summary:

With minimal direction, the Dual Credit and Apprenticeship Facilitator (DCAF) provides assistance to students who are pursuing Dual Credit and/or Apprenticeship Career Programs. They work collaboratively with other employees, parents, students and with community partners.

Duties and Responsibilities:

- Promotes and maintains positive relationships between the Chilliwack School District, post-secondary institutions and community partners.
- Collects and submits applications for all Dual Credit and Apprenticeship Career Programs across all secondary schools to the District Coordinator of Career Programs.
- Ensures employers, and other third parties, meet all requirements and safety standards for participation in Dual Credit and Apprenticeship programs.
- Monitors and reports the progress of students in Apprenticeship and Dual Credit programs to the District Coordinator of Career Programs and other key stakeholders.
- Connects with employers for the purposes of confirming student employment and completion of registration documents (e.g. applications, employer and student registrations, etc.).
- Works alongside students and employers to confirm and submit hours of work for students engaged in Apprenticeship programs.
- Ensures all legal documents and permissions are signed, dated and meet compliance standards.
- Keeps accurate records of all forms, documents, and student and parent/guardian communications related to District Career Programs for audit purposes.
- Uses data management systems and third party web-based application and access portals.
- Makes presentations to students, parents, and community members around Dual Credit and Apprenticeship programs.
- Works with students on a one-on-one, or small group basis to develop career program readiness skills using available assessment tools.
- Assesses ability of students and consults with the District Coordinator of Career Programs concerning student employment status and post-secondary institution eligibility.
- May provide transportation of students for Career Program activities.
- Facilitates student registrations with appropriate partner agencies and post-secondary partners.
- Keeps consistent and regular office hours in each Secondary School as per District Coordinator of Career Programs.
- Attends regular Career Education team meetings, in addition to participating in targeted career education professional development on an ongoing basis.

Originated: April 23, 2024

Revised: June 6, 2024

Equipment Used:

Phone, computer, office equipment, and a variety of Career Program related equipment.

Required Knowledge, Ability and Skills:

- High school Diploma plus an additional program over six months up to and including one year equivalent.
- Over six months and up to and including one year experience with adolescents and in a business environment.
- Valid Class 5 driver's license and appropriate business insurance.
- Basic level word processing skills.
- Intermediate knowledge of computer functions.
- Knowledge of District Career Programs, and pre-requisites needed when supporting students with applications.
- Familiar with health and safety procedures, including WHMIS, and WorkSafeBC regulations.
- Ability to extend and model patience, care, tolerance and understanding.
- Ability to demonstrate inclusion and work with a broad range of students.
- Ability to apply behaviour management strategies to a given situation.
- Ability to communicate effectively, both verbally and in writing.
- Ability to use courtesy and tact when dealing with the public, parents, staff, and students since contacts are a major element of the job requiring considerable communication and human relations skills for such purposes as influencing, persuading, motivating, or negotiating with others and in dealing with highly sensitive issues.
- Ability to work individually and as a part of a larger team.
- Ability to plan and schedule work and organize work effectively.