



Applications are being accepted for the position of:

**ALTERNATE PROGRAM WORKER (WORK SKILLS)**

**SUMMARY:**

Under the direction of the Principal of Alternate Education or Delegate, assists in the delivery of an alternate program to a group or individual students. Assists the Work Program Director in maintaining a viable student work program.

**DUTIES:**

- Assists professional and other staff in the delivery of an instructional work skills program to adolescent students in a separate school setting.
- Assists with the supervision of students, at times in the temporary absence of professional staff.
- Assists with the planning and delivery of student work projects, such as building decks, fences, sheds, etc., and ensures that safety procedures are adhered to.
- Transports students to and from work activities using District vehicles as required.
- Ensures the proper maintenance and servicing of vehicles and equipment.
- Provides individual assistance and guidance to students with particular academic, emotional or social problems.
- Participates in school-based staff meetings, team counselling meetings and consults with parents regarding student problems, progress and future goals.
- Participates in field trips, sports and assists with organizing extra-curricular events and other activities.
- Requisitions project materials and supplies; maintains project records and completed purchase order files.
- May, on occasion, be required to perform other job-related duties as assigned.

**QUALIFICATIONS:**

Education - the applicant must have completed

- Successful completion of a college recognized program of studies (youth and youth behaviour focus) of up to 24 months.
- Must be in possession of a current St. John Ambulance "Emergency Child Care" first aid qualification or equivalent.

Skills - the applicant must have

- An understanding of basic behaviour management techniques.
- Proficiency in written and spoken English consistent with assignment.

Experience - the applicant must have:

- Experience in a construction trade (building) of a period greater than 24 months or equivalent knowledge and experience.

Other - the applicant must:

- Be able to adapt established methods and procedures, but exercise independent judgment when necessary.
- Show tact and courtesy in dealing with people in the course of his/her duties.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties.
- Physically capable of performing the job duties.

This is a unionized position. Job description #9 is available at [sd79.bc.ca](http://sd79.bc.ca).

Please forward completed resumes including official transcripts, certificates and a covering letter indicating how you believe you meet our qualifications, and three work references with permission to contact. Please submit electronic applications as one PDF.

Applications will be accepted on an ongoing basis until filled and can be dropped off at the School Board Office, emailed or faxed to:

Jenny Christenson, Staffing Officer and Systems Analyst  
Cowichan Valley School District  
2557 Beverly Street, Duncan, BC V9L 2X3  
Email: [jchristenson@sd79.bc.ca](mailto:jchristenson@sd79.bc.ca) Ph: 250-748-0321 (ext. 282) Fax: 250-748-6591

Thank you for your interest in this casual position. Only those selected for an interview will be contacted.