

TITLE: Work Program Director  
SECTION: As Appointed  
REPORTS TO: Principal or Delegate

SUMMARY:

Under the general direction of the Principal or Delegate, participates in the delivery of an alternate program to a group or individual students and supervises Alternate Program Workers.

DUTIES:

1. Participates in the planning, coordinating and delivery of an instructional work skills program for adolescent students.
2. Participates in staff meetings, team counselling meetings and consults with parents regarding student problems, progress and future goals.
3. Solicits possible student projects from the business community, general public and other commercial organizations and prepares cost estimates.
4. In conjunction with Principal, determines the projects to be undertaken.
5. Directs students and Alternate Program Workers in work projects and ensures safety procedures are followed.
6. Checks students' completed projects and invoices customers.
7. Transports students to and from work activities using District vehicles.
8. In conjunction with the Principal, organizes and participates infield trips, sports, extra-curricular events and other activities.
9. In consultation with the Principal, purchases equipment and tools for the program.
10. Maintains accounts, invoice records and petty cash fund.
11. May, on occasion, be required to perform other job-related duties as assigned.

## QUALIFICATIONS:

Education - the applicant must have completed

- Grade 12
- Supplemented by 12 months of recognized trades or business training

Skills - the applicant must be able to

- Understand basic behaviour management techniques.
- Function as a building contractor.
- Read working drawings and specifications.
- Prepare and monitor cost estimates.
- Schedule building trades persons.

Physically Fit - the applicant must be

- Physically capable of performing the job duties.

Experience - the applicant must have

- Experience in a leadership role within the building construction industry for a period of greater than 24 months or equivalent knowledge and experience.

Other - the applicant must

- Be able to follow established methods and procedures exercising independent judgment when required and be able to recommend changes.
- Show tact, courtesy and discretion 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.

**JOB EVALUATION**  
COVERING  
**SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)**  
(EMPLOYER)  
AND  
**CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 606**  
**ADVICE OF RATING**

EMPLOYEE NAME:	
JOB TITLE:	48 - Works Program Director
LOCATION:	Cowichan Valley Alternate School
EFFECTIVE DATE:	

This is to advise that the rating for the job to which you have been appointed is as follows:

**JOB RATING**

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	4	7	4	3	3	2	4	4	4	4	5
Total Points	422										

RATING CLASSIFICATION: LEVEL	19
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