

## APPLICATION FOR POSITION OF RESPONSIBILITY

### **OYAP Project Leader** Central Resource Teacher Position

#### **Current Collective Agreement between Toronto Catholic District School Board and Secondary School Teachers (TSU)**

##### **Primary Function:**

- To coordinate all aspects of the **Ontario Youth Apprenticeship Program** throughout all elementary and secondary schools and to assist with the management of the OYAP grant as designated by the Ministry of Training, College and Universities
- To increase the number of youth being exposed to apprenticeship opportunities, in support of the full Student Success agenda and identified priorities
- To increase the number of youth participating in apprenticeship

##### **Duties to Support Primary Function:**

- To work as a collegial member of the central Pathways and Student Success Teams.
- To act as the key coordinator for all TCDSB students who are signed up as apprentices
- To liaise with the MTCU and the Ministry of Education regarding TCDSB OYAP grants and funding
- To write Ministry reports and funding proposals and administer program budget including the Annual Business and Interim Plan pertaining to the OYAP initiative
- To use OYAP resources in an integrated fashion to achieve both youth apprenticeship and school-to-work transition programs.
- To educate parents, students, teachers and board personnel about **OYAP** and its potential benefits
- To liaise with all local community colleges (Seneca, Humber, George Brown, and Centennial) regarding all apprenticeship programs, particularly Accelerated **OYAP** initiatives as well as with a variety of companies and unions, in order to provide a wide range of access to various trades (i.e. Local 27, Local 675, and Local 183)
- To coordinate TCDSB Skills Canada Competition in conjunction with the Skills Ontario Provincial Competition and the Skills Canada National Competition
- To coordinate, administer and maintain the [www.oyaptcdsb.com](http://www.oyaptcdsb.com) website and all related systems

##### **Preference Will Be Given to Candidates Who Possess the Following:**

- A Specialist designation in Cooperative Education
- Excellent knowledge in all aspects of Co-operative Education, Pathways, Fast Forward, Dual Credits, Specialist High Skills Major, and all aspects of the Ontario Youth Apprenticeship Program
- Excellent written and communication skills including presenting to large groups of elementary and secondary school students, parents, teacher groups, and administrators.
- Demonstrated leadership skills
- Expertise in curriculum review, writing, development and implementation pertaining to co-operative education and the Ontario Youth Apprenticeship Program

**Interested teachers are invited to forward a covering letter and a resume by no later than Friday, May 28, 2010 to Fiorella Borean, Supervisor of Human Resources, Secondary Division. A positive recommendation from your current principal and a copy of an updated OCT Certificate of Qualification that shows proof of the appropriate qualifications should also be included with your application.**

**Principal of the program is Carmela Giardini, Coordinator of Pathways, Guidance and Cooperative Education.**