

COMMUNITY SCHOOL COORDINATOR

PURPOSE:

This position provides leadership and guidance in all aspects of community school programming. It leads the school and community in integrated services, community development and facilitates students, staff, and parent involvement in the community school.

This position reports directly to the principal and indirectly to the Superintendent of Schools.

DUTIES AND RESPONSIBILITIES:

- ⇒ Responsible for community school programming and implementation involving students, staff, parents, and community in order to enrich the school learning program.
- ⇒ Guide, supervise, and work with Educational Associates and the nutrition worker assigned to the school.
- ⇒ Assist school administration to develop a positive, caring, and supportive school culture and environment.
- ⇒ Assist school administration to develop a School Community Council that is reflective of the community and work with the Council to develop their leadership skills and foster their capacity to be meaningfully engaged in educational and community matters.
- ⇒ Work with the School Community Council to identify and respond to the needs of students as well as the community.
- ⇒ Facilitate effective communication between the school and the students, parents, and community.
- ⇒ Initiate and participate in activities to identify community issues and undertake activities to address them.
- ⇒ Develop and coordinate the delivery of adult learning opportunities.
- ⇒ Identify and establish partnerships with other human service providers and community agencies to provide services and programs for students and families.
- ⇒ Comply with any and all applicable Board Policies, guidelines and practices, and legislation and regulatory requirements.
- ⇒ Perform other related duties as assigned.

QUALIFICATIONS:

EDUCATION, TRAINING & EXPERIENCE:

- ⇒ Typically the required knowledge, skills and abilities are obtained through successful completion of Grade 12 coupled with a minimum of two (2) years of post-secondary training in Social Work or equivalent education from a recognized institution as approved by the Board of Education.
- ⇒ A bachelor's degree in social work, education or equivalent degree would be a definite asset.
- ⇒ Experience in the delivery of human services such as social work, health care, justice, counselling or community development would be a definite asset.
- ⇒ Supervisory training or experience would be an asset.

REQUIRED LICENCES, CERTIFICATIONS & REGISTRATIONS:

- ⇒ Must possess and maintain a valid driver's licence.

KNOWLEDGE, SKILLS & ABILITIES:

- ⇒ Ability to establish and maintain effective working relationships with all administration, staff, students, outside agencies, and the community exercising excellent interpersonal and communication skills.
- ⇒ Ability to work independently with minimal on-site supervision demonstrating sound judgement and decision making skills to ensure quality of work meets expected standards.
- ⇒ Ability to prioritize multiple demands.
- ⇒ Ability to plan and organize the activities of employees and to train, supervise and motivate employees.
- ⇒ Ability to maintain accurate records and documentation and provide reports to the school administration or superintendent of schools.
- ⇒ Ability to understand and carry out oral and written instructions.
- ⇒ Working knowledge of current technology and software associated with the duties and responsibilities of this position.
- ⇒ Ability to maintain strict confidentiality and ensure the safety and security of confidential information and documents.
- ⇒ Working knowledge of and ability to operate within Board policies and procedures.
- ⇒ Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information.

ADDITIONAL INFORMATION:

- ⇒ Flexibility in the work day is necessary to perform the required duties and responsibilities. This position is based on annual averaging of hours.
- ⇒ Access to a private vehicle is required.
- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required
- ⇒ Must participate in applicable safety training, work-related professional development, in-service, or courses of study.

CONCLUSION:

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role expectations if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the Board of Education and the employee and is subject to change by the Board of Education as the needs of the Employer and requirements of the position change.

**SASKATCHEWAN RIVERS SCHOOL DIVISION EMBRACES THE FOLLOWING
VALUES AND BELIEFS:**

- **Everyone is a Learner**
- **Excellence for Every Learner**
- **Lifelong and Continuous Learning**
- **Health, Safety and Wellness**
- **Accountability, Honesty, Integrity and Respect**
- **A Positive, Healthy and Enjoyable Work and Learning Environment**
- **An inclusive and diverse workforce and student population**

Saskatchewan Rivers School Division Employees are expected to be exemplary role models at all times.