

MENTOR SUPPORT COACH

PURPOSE:

This position brings an understanding of the emotional and social development of children and how family, school community, and culture may affect student learning. The Mentor Support Coach will help provide support to the students (Mentees) who need assistance in overcoming learning barriers so they can reach their potential.

This position reports directly to the Principal or designate and indirectly to the Superintendent of Schools.

DUTIES & RESPONSIBILITIES:

- ⇒ Work to increase overall First Nation Metis graduation rates through advising and supporting students and their families while demonstrating positive and healthy attitudes
- ⇒ Provide enhanced First Nations and Métis cultural perspectives, awareness and guidance to students, families and school staff
- ⇒ Introduce and implement strategies for providing Indigenous Knowledge Professional Development for teachers and students
- ⇒ Support and facilitate partnering relationships within the school, community, school division and other external agencies
- ⇒ Enhance linkages to the First Nations and Métis community; continue to grow strong community network for support and resources when required
- ⇒ Increase the engagement of First Nations and Métis peoples in the education of their children
- ⇒ Provide case coordination for students who are experiencing social, emotional and/or behavioral problems
- ⇒ Promote effective integration of community and school-based services to assist students and their families
- ⇒ Provide transportation for students to school, school-based activities and/or any other necessary appointments
- ⇒ Participate in and/or conduct home visits to better assess student and family life
- ⇒ Initiate referrals of students and their families to other human service agencies; assist other human services agencies in planning and implementing services to students and their families
- ⇒ Support the activities for individuals and groups
- ⇒ Track student progress in attendance, engagement, credit attainment, and any other attributes that will contribute to overall student success
- ⇒ Consult with the Principal or designate of the school and collaborate with school staff on a regular basis in regards to student updates, progress, supports required, and any additional requirements or pertinent information
- ⇒ Perform other related duties as assigned

QUALIFICATIONS:

REQUIRED:

- ⇒ Successful completion of Grade 12
- ⇒ Minimum of two years post-secondary education preferably in the area of Human Services (education, social work, health care, justice, counselling and/or community development)
- ⇒ Understanding and knowledge of First Nations and Metis Cultures
- ⇒ Must possess and maintain a clean driver's abstract
- ⇒ A reliable vehicle and a valid driver's licence
- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required

PREFERRED:

- ⇒ Experience in the delivery of human services such as education, social work, health care, justice, counselling and/or community development
- ⇒ Ability to establish and maintain effective working relationships with diverse individuals and groups
- ⇒ 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 maintain accurate records and provide reports
- ⇒ Working knowledge of current technology and software

ADDITIONAL INFORMATION:

- ⇒ This position requires travel to various schools and therefore a reliable vehicle and driver's licence 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
- ⇒ This position follows the SRPSD and STC academic year calendars

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 individual and is subject to change by the Board of Education as the needs of the Employer and requirements of the position change.

**SASKATCHEWAN RIVERS PUBLIC 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**

**SASKATOON TRIBAL COUNCIL EMBRACES THE VISION OF
“HONORING INDIGENOUS EDUCATION”**

Any individuals working with/or representing the Saskatchewan Rivers Public School Division and Saskatoon Tribal Council are expected to be exemplary role models at all times.