

SCHOOL MENTOR

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. School Mentors help provide support to teachers, by addressing the needs of students (Mentees), who need assistance in overcoming learning barriers so they can reach their potential.

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

DUTIES & RESPONSIBILITIES:

- ⇒ Provide enhanced First Nations and Métis cultural perspectives, awareness and guidance to students, families and school staff
- ⇒ Enhance linkages to the First Nations and Métis community; continue to grow strong community network for support and resources when required
- ⇒ Increase the involvement 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
- ⇒ Work to increase overall FNM graduation rates through advising and supporting students and their families while demonstrating positive and healthy attitudes
- ⇒ 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
- ⇒ Assist in the development and/or implementation of programs and 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 of the school and co-operate 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:

- ⇒ 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.
- ⇒ Understanding and knowledge of First Nations and Metis Culture would be an asset.
- ⇒ Must possess and maintain a valid driver's licence.
- ⇒ 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 mentees and to motivate mentees.
- ⇒ 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.
- ⇒ Must participate in Saskatchewan Rivers Public School Division's critical incident response team when requested.
- ⇒ 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.

ADDITIONAL INFORMATION:

- ⇒ Must participate in Saskatchewan Rivers School Division's critical incident response team when requested
- ⇒ 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 yearly academic year

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**

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