

**SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION
Invites applications for the position of:**

SCHOOL MENTORS

In the City of Prince Albert and Surrounding Area

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.

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.

LENGTH OF POSITION:

- Start Date: As mutually agreed upon
- End Date: Ending on the last day of the 2021-22 school year

HOURS OF WORK:

- 7 hours per day – 5 days per week.

For a complete job description, please visit www.srsd119.ca under Careers.

Qualified candidates are invited to submit an application and resume, including at least three references, as soon as possible as short listing will occur as applications are received.

Posting Date: June 16, 2021

Applications can be submitted to:

Human Resources
Saskatchewan Rivers Public School Division
545 – 11th Street East • Prince Albert, Saskatchewan • S6V 1B1
Fax: 306-763-4460; hr@srsd119.ca

Please follow the application procedure as outlined on our website at https://www.srsd119.ca/?page_id=4999