

PRAIRIE SPIRIT SCHOOL DIVISION NO. 206

POSITION TITLE: **COMMUNITY SCHOOL COORDINATOR - CUPE**

Reports to: **Directly: In-School Administrator**
 Indirectly: Superintendent of Schools and Learning

General Description:

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.

Required Education, Knowledge, Qualifications and Experience:

- Grade 12 diploma from a provincially recognized institution.
- 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, counseling or community development would be a definite asset.
- Must possess and maintain a valid driver's license.

Required Skills and 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 judgment 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 computer systems 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.

Duties and Responsibilities:

1. Assist school administration to develop a positive, caring, and supportive school culture and environment.

Student and Family Support

2. Facilitate effective communication between the school and the students, parents, and community.

Grant Writing

3. Responsible to search for and apply for various grants to fund various projects and programs.

Community Activities

4. Responsible for community school programming and implementation involving students, staff, parents, and community in order to enrich the school learning program.

Transportation

5. Coordinate transportation for students attending job readiness certification courses and after-school activities.
6. Purchase and pick up/deliver supplies for various events.

Budget/Finance

7. Assist administration with management of Community School Funds, including grant money.

School Community Council

8. 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 become meaningfully engaged in educational and community matters.
9. Work with the School Community Council to identify and respond to the needs of students as well as the community.

Other

10. Develop and coordinate the delivery of adult learning opportunities.
11. Identify and establish partnerships with other human service providers and community agencies to provide services and programs for students and families.
12. May direct the work of Educational Associates and the nutrition worker assigned to the school.
13. Initiate and participate in activities to identify community issues and undertake activities to address them.

14. Comply with any and all applicable Board guidelines, policies and practices, guidelines, and legislation and regulatory requirements.
15. Perform other related duties as assigned.

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 and job-related training, in-service or courses of study.

Supervision of Staff

- This position may direct the work of other employees but does not supervise any employee.

Judgement, Independence and Client Contact:

- **Confidentiality**

At no time should a Community School Coordinator discuss in public information pertaining to students, employees, or the operation of the division. A Community School Coordinator is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division.

- **Independence**

A Community School Coordinator is expected to work independently and take initiative.

- **Working Jointly with Other Staff on Common Assignments or Tasks**

The position of a Community School Coordinator involves working with other personnel on a daily basis.

Responsibility for Quality of Assigned Work:

- The employee receives only occasional general supervision and is solely responsible for the quality of the assigned work.