

## PRAIRIE SPIRIT SCHOOL DIVISION NO. 206

**POSITION TITLE:**            **STUDENT LIAISON**

**Reports to:**                    Principal  
**Indirectly:**                    Learning Superintendent

### **General Description:**

A Student Liaison provides support to students who require additional assistance primarily in attending school regularly, progressing student learning, and accessing needed school and community services and programs. Planning for additional supports is done in collaboration with teachers, support staff, school administration, families and other agencies.

### **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.
- Must possess and maintain a valid driver's license.
- 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.

### **Required Skills and Abilities:**

- Ability to maintain strict confidentiality in school division operations.
- Ability to work as a team player.
- Ability to prioritize multiple demands.
- Good written and oral communication skills.
- Excellent interpersonal skills.
- Ability to deal with a broad range of members of the public.
- Display a positive attitude.
- Ability to use a computer for word processing.

### **Supervision of Other Staff:**

This position does not involve the supervision of other staff.

### **Duties and Responsibilities:**

Without restricting the generality of the general description above, the Student Liaison shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Deal tactfully with students, staff, parents and the public.
- Be knowledgeable and supportive of applicable Board policies.
- Help students overcome barriers encountered when trying to access services.

- Supervise students in the classroom, play, lunch or rest area and during recreational activities and outdoor trips on a one-to-one or group basis.
- Provide mentorship, coaching, and student advocacy when needed.
- Link students (and families) with appropriate community supports when needed – housing, academic and personal counseling, financial assistance, educational supports, job training, social services, health needs.
- Ability to maintain accurate records and documentation and provide reports to the school administration or superintendent of schools.
- Assist in building partnerships between the school and community.
- Arrange school and home visits when necessary.
- Observe and discuss the progress of students with teachers, other professional staff, and, if requested by the principal, with parents/guardians.
- Exercise judgment in modifying student behaviour by re-directing, disciplining, restraining, and rewarding students within pre-established guidelines.
- Encourage students to attend school regularly, including providing motivation for students, communicating with parents/guardians, and working with school administration to improve attendance.
- Initiate and participate in activities to identify student and family issues and undertake activities to address them.
- Provide background (i.e. attendance, behaviour, other issues) to help support student learning.
- Identify and establish partnerships with other human service providers and community agencies to provide services and programs for students and families.
- Be willing to transport students as requested by in-school administration, when transportation is needed to assist in the student's educational program.
- Plan and facilitate community programs (i.e. student summer programming)
- Perform such other duties and tasks as may be required due to the specialized nature of a student's particular education program.
- Be willing to engage in life-long learning with respect to training, inservices and courses of study. Student Liaisons are expected to develop annual professional growth plans.
- Conduct oneself in a manner appropriate to an educational institution that provides services to children and youth.

### **Judgment, Independence and Collaboration:**

- **Confidentiality**  
At no time should a Student Liaison discuss, in public, information pertaining to a student. A Student Liaison is expected to respect the confidential nature of the 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. Breaching confidentiality is a serious violation of acceptable conduct.
- **Independence**  
A Student Liaison is expected to work independently.

- **Working Jointly with Other Staff on Common Assignments or Tasks:**  
This position involves working collaboratively with, and under the direction of, the school administration, teachers, and with other school personnel on a daily basis.
- **Responsibility for Quality of Assigned Work:**  
The employee is responsible to achieve the quality of work as assigned by the supervisor.