

## JOB DESCRIPTION

<b>Position</b>	<b>Community School Coordinator</b>
<b>Portfolio</b>	Instruction and School Operations
<b>Reports To</b>	School-based Administrator; Coordinator, Student Supports
<b>Location</b>	Assigned school(s)
<b>Salary Range</b>	Corresponding Salary Grid, CUPE

### JOB PURPOSE

The Community School Coordinator is responsible for creating, strengthening and maintaining linkages between the school, families and the community in order to enhance opportunities for all students. This position leads collaborative work processes that engage students, families, school staff and community partners to deliver a range of programs and services that support children and youth.

### PRIMARY RESPONSIBILITIES

- Initiate, develop, plan, promote, implement and evaluate programs, activities and events for students (e.g., before/after school programming, mentoring, arts and athletics), working collaboratively with school staff and developing positive partnerships with the broader community.
- Attend, coordinate and deliver authentic and appropriate cultural activities and ceremonies for students, schools and communities.
- Communicate and collaborate effectively with students, families, school staff, school community councils, First Nations and outside agencies to strengthen family-school-community partnerships. This includes developing, maintaining and publicizing a schedule of relevant and engaging programs and activities offered at the school.
- Work with other staff members to implement school-wide universal strategies that support the school's values and engage students and support and sustain a safe, positive and welcoming school climate.
- Connect students and families with available community services and facilitate applications to external service and program providers.
- Secure additional resources to support programs through grant applications and other in-kind donations and financial support and work collaboratively with the school-based administrator to develop, monitor and provide input into the Community School budget.
- Responsibilities may be reviewed and assigned from time to time by the direct supervisor.

### KNOWLEDGE, SKILLS AND ABILITIES

- Excellent interpersonal skills to effectively engage with a wide range of client groups and understanding of how to deliver culturally responsive services to a diverse group of clients.
- Excellent problem-solving skills and solution focused interaction.

<ul style="list-style-type: none"> <li>• Communication and reporting skills through documentation and record keeping, as well as verbal interactions.</li> <li>• Excellent time management and organizational skills.</li> </ul>
<p><b>COMPETENCIES</b></p> <ul style="list-style-type: none"> <li>• Service Orientation – Giving superior service to both internal and external clients by displaying professional and respectful behaviors in all interactions. Demonstrates commitments to clients by providing timely and proactive service.</li> <li>• Problem Solving/Creative Thinking – Resolves difficult and complicated challenges using new and innovative ideas. Develops creative approaches and seeks opportunities to improve processes that affect the workplace. Analyses options and decisions based on long-term outcomes.</li> <li>• Teamwork – Shares knowledge and experiences with team members and others and solicits input and feedback from others to help the team problem solve and solution build. Respects contributions from all team members, demonstrating cooperation and supports team decisions.</li> <li>• Accountability – Takes personal ownership and responsibility for the quality and timeliness of work commitments. Follows organizations guideline, professional standards, regulations and principles. Demonstrates reliability and integrity on a daily basis.</li> <li>• Communication – Clearly convey information to a variety of audiences using the tools necessary, engaging the audience to ensure the message is delivered and understood, creating a positive first impression with confidence and respect.</li> <li>• Confidentiality – Prairie Valley School Division employees are expected to respect the confidential nature of their positions and shall keep confidential any and all information they acquire during the course of their employment that would be reasonably considered to be personal or confidential.</li> </ul>
<p><b>QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Grade 12 or equivalent with a post-secondary education (Social Work) and/or diploma (such as Recreational Technician, Early Childhood Education, Human Justice).</li> <li>• A minimum 3 years working in a community development, human services organization or recreational programming.</li> </ul>
<p><b>WORKING CONDITIONS</b></p> <ul style="list-style-type: none"> <li>• 40 hours per week, 10 months per year</li> <li>• Employment conditions as per CUPE agreement.</li> <li>• This position requires a flexible work day and requires some evening and weekend work.</li> <li>• Some travel between schools and community organizations is required using a private vehicle with employer-paid mileage.</li> </ul>
<p><b>DIRECT REPORTS</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>




**Approved by:**

Supervisor Name: Lorrie Rogala

Supervisor Title: Coordinator, Student Supports

Signature: 

Date: June 29, 2017

Deputy Director Reviewed 

Last Updated: June 2017