

ROLLING RIVER SCHOOL DIVISION REGULATION

Rolling River First Nation Liaison – Building Student Success with Aboriginal Parents Coordinator
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GDAAM/R

Position Title: Rolling River First Nation Liaison – Building Student Support with Aboriginal Parents Coordinator

Reports To: Principal

Job Purpose:

Acting as a liaison between the Rolling River First Nation community, and Erickson schools, the incumbent will increase parental engagement and support Rolling River First Nations students, parents and families, to achieve the educational priorities in school plans and the school division strategic plan.

Education:

Required: Grade 12 Diploma

Preferred: Completion of a post-secondary program in youth development or guidance and counselling.

Additional Skills

Required

- Knowledge of Aboriginal culture and Seven Teachings
- Proficient written and grammatical skills;
- Well-developed communication skills;
- Demonstrated interpersonal skills and ability to relate well with students, staff, parents, and the community;
- Strong organizational skills;
- Ability to prioritize a multi-task workload and manage multiple priorities;
- Understanding of and an ability to appropriately deal with and maintain confidential information;
- Ability to be flexible;
- Ability to work independently and as part of a team;
- Strong information technology, computer and software applications knowledge and skills, (*including but not limited to word processing, spreadsheets, databases, publishing, search engines*);
- Valid Manitoba Class 5 Driver's license and use of personal vehicle for business travel.
- Experience in youth development and / or guidance and counselling

Experience:

Preferred:

- Experience in youth development and/or guidance and counselling

ROLLING RIVER SCHOOL DIVISION REGULATION

Rolling River First Nation Liaison –
Building Student Success with Aboriginal Parents Coordinator Cont'd)

GDAAM/R

Key Duties and Responsibilities

Communication and Liaison

- Assist to establish and maintain effective communications between the school and the First Nation student's home.
- Work with the school principal(s), and student services teams to communicate with parents/guardians and students regarding the importance of educational achievement, attendance and behavior.
- Liaise with the school team, school division personnel and families, as required
- Support and monitor individual student's participation in school, academics, career preparation, and extracurricular activities
- Participate in the student's transition process: grade to grade; school to school; school to life.
- Through communication with students, parents, families and through visits to student's homes, promote family relationships and support academic success, attendance at school, and student growth and development.
- Mentor students; act as an advocate, advisor, and positive role model.

Academic Supports

- In collaboration with school staff, provide academic support to assist First Nations students with study skills, organization and assignments at school and facilitate these same services, when required and appropriate in the community or student's home.

Cultural Support

- Support the planning and implementation of First Nations Cultural Programs, and Student Cultural Field Trips.
- In consultation with the Principal and school team, facilitate and plan, school/class visits from Aboriginal Resource Educators and Elders (*e.g. land based education, dances, drumming, traditional arts, and storytelling*).

Accountability

- Be knowledgeable and follow protocols regarding confidentiality and disclosure procedure as per the Personal Health Information Act (PHIA) and the Freedom of Information and Protection of Privacy Act (FIPPA).
- Attend staff meetings and participate in school based team meetings as scheduled.
- Participate in professional development and training sessions.
- Maintain documentation, appropriate records and perform administrative reporting as required. (e.g. home visitation record).

Other:

- Perform other job related duties as assigned.

ROLLING RIVER SCHOOL DIVISION REGULATION

Rolling River First Nation Liaison –
Building Student Success with Aboriginal Parents Coordinator (Cont'd)

GDAAM/R

COMMENTS

The incumbent is required to work effectively under pressure, within defined timeframes and with a variety of people in a team environment. He/she must be able to work well independently, be flexible, adjust to changing work assignments and deal with and maintain confidential information.

Index
Policy

Date Adopted: June 7, 2017