

Christ the Teacher Catholic Schools

ROLE DESCRIPTION

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 480.20
SECTION:	RELATIONS		
POSITION:	STUDENT LIAISON WORKER		

1. **Immediate Supervisor:** Principal

2. **Primary Function**

The student liaison worker supports children, youth and families to promote healthy lifestyles and attendance at school. The student liaison worker may not have formal counselling training but have the skills and attitudes, and knowledge of the community to facilitate cooperation between families and schools.

The primary function of the student liaison worker is to promote cultural awareness, build relationships between the aboriginal community and the school, support families to help students be successful in school and advocate on behalf of students and their families.

3. **Minimum Qualifications**

- 3.1 High school diploma or equivalent and any combination equivalent to one (1) year of practical experience in working with community service organizations, preferably in a leadership role.
- 3.2 Preference will be given to candidates from the First Nation or Métis communities within the Division who have a working knowledge of the local languages and who are familiar with appropriate protocol in the communities.
- 3.3 Candidates must possess a valid Saskatchewan vehicle operator's license.

4. **Knowledge, Skills and Abilities**

- 4.1 Demonstrates ability to work independently and in a team environment.
- 4.2 Ability to work well with people especially children and maintain a pleasant and positive attitude. Must be extremely flexible.
- 4.3 Communicate effectively in oral and written form.
- 4.4 Possesses good communication skills with the ability to facilitate open and frank discussions.
- 4.5 Possesses the ability to work with at-risk youth and families.
- 4.6 Possesses community development skills.
- 4.7 Is a creative thinker that possesses problem solving and conflict resolutions skills.
- 4.8 Ability to work from written instructions.

- 4.9 Ability to meet public effectively and work cooperatively with school administration and staff.
- 4.10 Ability to quickly learn procedures used to report information and maintain records.
- 4.11 Ability to prepare required written reports.
- 4.12 Ability to learn to use computers and other standard office equipment effectively.

5. Performance Responsibilities

5.1 Building Relationships Between the Aboriginal Community and the School

- 5.1.1 A Student Liaison Worker who knows the community and is respected in the community can help the school enhance its relationship with Aboriginal families.
- 5.1.2 Relationships may be realized by conducting home visits, coordinating meetings between staff and families, and organizing school/ community cultural activities.

5.2 Encouraging Family Involvement in Their Children's Education

- 5.2.1 The Student Liaison Worker understands school programs and policies.
- 5.2.2 The Student Liaison Worker can have a positive effect on how Aboriginal and non-Aboriginal students and their families view the school and education, by acting as a communication link between home and school to assist with school-related issues.
- 5.2.3 By working closely with families and the school, the student worker can encourage parents and extended family members to become more involved in their child's education, both in school and at home.
- 5.2.4 This person will work with the school staff and members of outside agencies to establish programs in the school and within the community that will support the development of a positive self-image and sense of efficacy among the First Nation and Metis children attending the schools in the Division.

5.3 Working with Families to Help Students be Successful in School

The Student Liaison Worker, having built a relationship with the family and the school, can support and encourage student attendance and retention.

5.4 Promoting Cultural Awareness and Understanding

- 5.4.1 The Student Liaison Worker, with knowledge of local community and Aboriginal cultures, is able to promote cultural awareness and understanding among students and staff.
- 5.4.2 The Student Liaison Worker may coordinate visits of Elders and other Aboriginal resource people. The community worker may also coordinate ongoing activities such as dance groups or cultural clubs.
- 5.4.3 This person will seek to help teachers and principals understand First Nation and Metis children's concerns and assist them with the development of programs.

5.5 Counselling and Linkages

5.5.1 The Student Liaison Worker, in consultation with the School Counsellor, will provide informal listening and advising/ guidance for students. Note: Formal counselling is a designated School Counsellor responsibility.

5.5.2 Some students and families face complex problems that cannot be addressed by the school alone. The Student Liaison Worker, in consultation with the School Counsellor, will refer and connect students and families to community agencies and resources.

5.6 Mediation

The Student Liaison Worker may be called upon to mediate in a variety of situations: student-student/ student-staff/ student-family. (Discipline decisions are the responsibility of the Principal/ Vice Principal.)

5.7 Promoting Harmony

The Student Liaison Worker must provide a positive role model for Aboriginal and non-Aboriginal students, as well as school staff and community members. The Student Liaison Worker can serve as an ambassador for those who strive to promote and value diversity.

5.8 Student Services

5.8.1 The Student Liaison Worker shall work on the “Student Services Team”, which includes the School Counsellor and Nutrition Worker.

5.8.2 All Student Services personnel report to the School Administration.

5.8.3 The Student Liaison Worker person will assist in other work related to the above duties as assigned by the Principal.

6. **Terms of Employment**

6.1 Academic year.

6.2 Working Hours – 7.5 hours per day

6.2.1 8:30 AM to Noon

6.2.2 1:00 PM to 5:00 PM

7. **Confidentiality**

7.1 At no time should the Student Liaison Worker discuss in public information pertaining to employees, students or the operation of the school division. The Student Liaison Worker 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. Breaching confidentiality is a serious violation of acceptable conduct and The Local Authority Freedom of Information and Protection of Privacy Act.

Reference: Section 85, 87, 108, 109, 175, Education Act

Date Issued: November 27, 2007

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