

SCHOOL MENTOR

PURPOSE:

This position brings an understanding of the emotional and social development of children and how family, school community, and culture may affect student learning. The primary function of the Jordan's Principle (JP) School Mentor is to build relationships with First Nation students and their families; facilitate regular school attendance and work with the school team to remove barriers so that these students can engage in school and other community activities.

This position reports directly to the Principal and indirectly to the Superintendent of Schools.

DUTIES & RESPONSIBILITIES:

- ⇒ Prioritize working with First Nations students identified on the schools JP application. This list must be updated regularly as caregiver consent is obtained throughout the year.
- ⇒ First Nations, Metis and Inuit (FNMI) student advocacy and promoting the ideals of Truth and Reconciliation
- ⇒ Provide enhanced FNMI cultural perspectives, awareness and guidance to students, families and school staff
- ⇒ Provide support and case coordination for students' emergent issues such as self-regulation/mental health/physical health, housing, social services and documentation (ie: Birth Certificates, driver's license support, etc.)
- ⇒ Support student graduation in high schools
- ⇒ Support grade 8 transitions and promotion to grade 9 within SRPSD high schools
- ⇒ Support the correct collection of information (ie: updating student-band connections)
- ⇒ Promote effective integration of community and school-based services to assist students and their families
- ⇒ Work collaboratively with school administration to develop supportive plans for students
- ⇒ Strengthen the connection of FNMI families to the school/teachers
- ⇒ Provide transportation for students to school (short-term), school-based activities and/or any other necessary appointments
- ⇒ Participate in and/or conduct home visits to encourage school/family connections. Alert the school team when a wrap-around approach is needed for a student or family.
- ⇒ Assist in the development and/or implementation of programs and activities for individuals and groups ie: extracurricular activities
- ⇒ Track student attendance, engagement and credit attainment and any other attributes that will contribute to overall student success. Alert families and school teams when there is a concern.
- ⇒ Utilize the data collection form to capture work with families and students; continually update the JP list.
- ⇒ Complete end of year survey that captures the impact of your work and the effect on students and families
- ⇒ Understand and support the goals and ideals of the school and SRPSD
- ⇒ Perform other related duties as assigned

QUALIFICATIONS:

- ⇒ Typically the required knowledge, skills and abilities are obtained through successful completion of Grade 12 coupled with 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, counselling or community development would be a definite asset.
- ⇒ Supervisory training or experience would be an asset.
- ⇒ Understanding and knowledge of First Nations and Metis Culture would be an asset.
- ⇒ Must possess and maintain a valid driver's licence.
- ⇒ 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 judgement 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 mentees and to motivate mentees.
- ⇒ 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 technology 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.
- ⇒ Must participate in Saskatchewan Rivers Public School Division's critical incident response team when requested.
- ⇒ This position requires travel to various schools and therefore a reliable vehicle and driver's licence 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 training, work-related professional development, in-service, or courses of study.

ADDITIONAL INFORMATION:

- ⇒ Must participate in Saskatchewan Rivers School Division's critical incident response team when requested
- ⇒ This position requires travel to various schools and therefore a reliable vehicle and driver's licence 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 training, work-related professional development, in-service, or courses of study
- ⇒ This position follows the SRPSD yearly academic year

CONCLUSION:

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role expectations if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the Board of Education and the individual and is subject to change by the Board of Education as the needs of the Employer and requirements of the position change.

**SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION EMBRACES THE
FOLLOWING VALUES AND BELIEFS:**

- **Everyone is a Learner**
- **Excellence for Every Learner**
- **Lifelong and Continuous Learning**
- **Health, Safety and Wellness**
- **Accountability, Honesty, Integrity and Respect**
- **A Positive, Healthy and Enjoyable Work and Learning Environment**
- **An inclusive and diverse workforce and student population**

Any individuals working with/or representing the Saskatchewan Rivers Public School Division are expected to be exemplary role models at all times.