

SCHOOL DISTRICT #42
Maple Ridge – Pitt Meadows

JOB DESCRIPTION

JOB TITLE: Safe & Caring Schools Coordinator

DATE: April 2016
November 2018

PAY GRADE:

LOCATION: Riverside Centre (*Itinerant*)

JOB SUMMARY: Under the direction of the Safe & Caring Schools Administrator and in collaboration with the teacher(s) and support teams involved, in support of the Safe & Caring Schools portfolio, carries out and coordinates District/community services between students, teachers, administrators, support staff, and parents.

DUTIES:

1. Acts as a partner in leading District level two Violence Threat Risk Assessments (VTRAs) and follows up on action plans.
2. Consults with schools on level one VTRAs.
3. Provides, as part of a team, ERASE Bullying training to school staff and shares areas of expertise.
4. Represents the District at various community partner committees and events as part of the Safe & Caring School Team and implements resulting action plans.
5. Liaises between students, home, school, and community developing positive working relationships based on trust, consistency, and stability, while maintaining professional boundaries.
6. Participates in Safe, Caring, Healthy Schools policy implementation.
7. Collaborates with school-based teams in planning, implementing, monitoring and maintaining individual and/or group programs that support positive behaviour, communication, emotional and social skills development. Participates in community skills group with students and provides follow up support at secondary schools.
8. Advocates for community support services for children, youth and families, providing advice, guidance and information on resources to students, parents and staff, individually and in groups.
9. Assists in the maintenance of records appropriate to the various programs and District initiatives.
10. May provide transportation for students.
11. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

1. Successful completion of Grade 12 plus completion of the Child/Youth Care Worker Diploma program or equivalent experience.
2. Level 3 Violence Threat Risk Assessment (VTRA)/Expect Respect and a Safe Education (ERASE) training.
3. Two (2) years of practical experience working directly with at-risk students.
4. Ability to work without direct supervision and strong communication skills to connect effectively within a work environment requiring a high degree of courtesy, tact and maintenance of confidentiality.
5. Conflict resolution and life skills training.
6. Ability to work harmoniously as a member of a multi-disciplinary team.
7. Ability to intervene and diffuse potentially dangerous situations in line with District protocols, requiring successful completion of the Non-Violent Crisis Intervention training.
8. Current knowledge of applicable social service agencies, programs, school and community resources.
9. A valid B. C. driver's license.

JOINT COMMITTEE MEMBER'S SIGNATURES:

	
	