

JOB OPPORTUNITY

Home School Coordinator Sagkeeng Junior High

POSITION OVERVIEW

The Home School Coordinator enhances a student's education experience by ensuring that necessary communications between home and school takes place, and by carrying out other activities that promote positive home-school relations so that the student can benefit from his/her experience.

DUTIES:

1. Serves as liaison between parents and teachers/principals by:
 - a. Arranging parent visitation to schools and/or parent-teacher conferences,
 - b. Contacting parents/guardians for principal/vice principal as required,
 - c. Assisting with provision/delivery of written notifications, permission requests, and other information and requests required to/from parent/guardians
 - d. Conducting home visits for the purpose of gathering helpful information on student's background or attendance issues;
2. Documents and tracks student absence and enrollment data including late slips, performance and truancy issues, and student registration;
3. Notifies principal/vice principal of any student with excessive absences;
4. Assists students experiencing truancy with any issues impacting their ability to attend school regularly and on time,
5. Assists parents and other members of the community to better understand the school and its policies and programs;
6. Provides transportation to students to clinic or home upon request of the school principal or vice principal;
7. Other duties within scope of the position as required.

QUALIFICATIONS:

- Bachelor of Education preferred, though a combination of relevant education, training, and experience will be considered;
- Current clear Child Abuse Registry and Vulnerable Sectors Check is a must;
- Valid Class 5 drivers' license;
- Several years' experience working with children, youth, and teens;
- Experience working with children with special needs is an asset;
- Excellent written and verbal communication skills.
- Attention to detail;



**APPLICATION DEADLINE:
August 5, 2022**

Interested applicants must submit:

- a cover letter / resume,
- Criminal Records and Vulnerable Sectors Check
- Child Abuse Registry (or proof of application)
- Photocopy of driver's license

Attention to:
Sagkeeng Jobs
Box 8, Fort Alexander, MB
R0E 0P0

Cover letters and résumés can be mailed to the above address or emailed to jobs@sagkeeng.ca,

**LATE SUBMISSIONS WILL
NOT BE ACCEPTED UNDER
ANY CIRCUMSTANCES**

Please be advised that only those selected for an interview will be contacted

PLEASE NOTE: Applicants without current/updated contact information may be removed from the competition.