

Position: Home School Liaison

Department: Student Services

Reports To: Principals and Student Services Achievement Coordinator

JOB SUMMARY

The Home School Liaison acts as a bridge between the school and families to enhance parental engagement, support students, and promote educational success and well-being. This role is responsible for establishing and maintaining effective communications between the school and the student's home.

PRIMARY RESPONSIBILITIES

Communication and Liaison

- Assist in establishing and maintaining effective communications between the school and the student's home.
- Work with 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 visits to student's homes, promote family relationships and support academic success, attendance at school, and student growth and development.
- Mentor students and guardians; act as an advocate, advisor, and positive role model.
- Assist guardians in completing and submitting informed consents and assessments to eliminate barriers for children participating in curricular and extra-curricular activities or in accessing needed programming.

Academic Supports

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

Cultural Support

- Collaborate in the planning and delivery of culturally respectful supports and welcoming experiences for Indigenous students and communities.
- Assist in coordinating and implementing inclusive supports and community-building experiences for newcomer students and families.

Accountability

- Be knowledgeable and follow protocols regarding confidentiality and disclosure procedures as per the Personal Health Information Act (PHIA) and the Freedom of Information and Protection of Privacy Act (FIPPA).
- Attend 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 Duties

- Perform other job-related duties as assigned.
- Work effectively under pressure, within defined timeframes, and with a variety of people in a team environment.
- Work well independently, be flexible, adjust to changing work assignments, and deal with and maintain confidential information.

POSITION QUALIFICATIONS**Required Education and Experience**

- Grade 12 Diploma.
- Experience in youth development and/or guidance and counselling.

Required Knowledge, Skills, and Abilities

- Knowledge of Aboriginal culture.
- 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, and search engines.
- Valid Manitoba Class 5 Driver's license and use of personal vehicle for business travel.

Preferred Qualifications

- Completion of a post-secondary program in youth development or guidance and counselling.
- Experience in youth development and/or guidance and counselling.

COMPETENCIES**Organizational**

- Teamwork and Collaboration: Demonstrates the ability to work cooperatively and effectively with colleagues, Division staff, and external parties to achieve shared goals.
- Communication: Communicates clearly, concisely, and professionally, both verbally and in writing, with diverse groups.
- Adaptability: Adjusts effectively to changing work assignments, priorities, and environmental conditions.
- Initiative: Demonstrates self-motivation and acts without constant supervision to complete tasks and address issues.

Role Specific

- Adaptability & Flexibility: The ability to be flexible and adjust to changing work assignments.
- Communication: Possessing well-developed communication skills, with constant communication and interaction with people inside and outside of the Division on a daily basis. Interactions can be complex and may require interpretation, persuasion, or negotiation to handle problematic situations. Phone and emails are the required communication tools.
- Confidentiality: The understanding of and ability to appropriately deal with and maintain confidential information.
- Interpersonal Skills: Demonstrated interpersonal skills and the ability to relate well with students, staff, parents, and the community.

- **Organizational Skills:** Strong organizational skills and the ability to prioritize a multi-task workload and manage multiple priorities.
- **Problem Solving & Judgment:** Possesses variable problem-solving abilities, requiring the ability to infer based on established procedures and practices. Problems solved are typically routine, impacting a singular group or department.
- **Teamwork & Independence:** The ability to work independently and as part of a team.
- **Technology Proficiency:** Possesses strong information technology, computer, and software applications knowledge and skills.

WORK CONDITIONS

Physical Demands

- **Low intensity physical effort**, the role requires the incumbent to be sedentary with occasional walking, driving, and standing.

• Environment

- Some exposure to disagreeable elements.
- Requires low intensity mental concentration and attentiveness for 1 to 2 hours at a time.
- The role involves limited responsibility for the care and usage of materials with limited value (e.g., computers, photocopiers).
- There is considerable responsibility for collecting and recording information, creating and distributing databases or spreadsheets.
- The role is expected to follow the established Safe Work Procedure for home visits to minimize employee risk.
- The role carries a minor to moderate risk of injury, harm, or illness.