

# SWAN VALLEY SCHOOL DIVISION

invites applications for a

## Elementary/Middle Years Home School Liaison

<b>Posting #</b>	DO2026--09	<b>FTE/Hours:</b>	3.0 hours per day
<b>Posting Date:</b>	June 23, 2026	<b>Location:</b>	SVSD Elementary/Middle Schools
<b>Posting Close Date:</b>	June 29, 2026	<b>Start Date:</b>	September 8, 2026
<b>Permanent/Term:</b>	Term	<b>End Date:</b>	December 18, 2026

### CONDITIONS OF EMPLOYMENT

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- Must be legally entitled to work in Canada.
- Completed Criminal Record Check, including the Vulnerable Sector and Child Abuse Registry Check
- Possess a valid driver's license and have use of a car

### QUALIFICATIONS

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#### Essential:

- Effective verbal and written communication.
- Empathy and patience in addressing the diverse needs of our students and families.
- Manage multiple tasks such as home visits, collaborating with our First Nation Partners, and organizing events.
- Identify issues and find effective solutions for student success.
- Ability to work independently and as a team member of both the school staff and division staff
- Ability to build a trusting relationship with students, teachers, and parents

#### Desired:

- Work with smaller groups of students for remedial teaching or reinforcing the learning process
- Demonstrate passion to help students excel.
- Demonstrate ability to support students socially, emotionally, and academically.
- Aware of and sensitive to cultural differences.
- Respect for diversity, strong interpersonal skills, and an inquiry-based mindset.
- Commitment to the Calls to Action.



Applications must quote the posting number and be received no later than noon on the deadline date shown above. The application package must include a cover letter and a comprehensive resume, including three references addressed to: Patti Hack, Student Services Achievement Coordinator. Submit the application package in PDF format to [hr@svsd.ca](mailto:hr@svsd.ca).

*The Swan Valley School Division thanks all applicants for their interest. Only those selected for an interview will be contacted. Interview accessibility accommodations are available upon request.*

*Swan Valley School Division recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. Swan Valley School Division supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).*