

Division Administrative Job Description

POSITION: Community Engagement Support Worker

REPORTS TO: School Administration

SUPERVISES: N/A

JOB SUMMARY: The Community Engagement Support Worker role is intended to play a key role in fostering strong relationships between the school, families, caregivers, and the broader community. This position supports the strengthening of a welcoming and inclusive school environment that enhances student well-being, family engagement, and community-connected learning.

POTENTIAL EXPOSURE TO VIOLENCE:

Working in a school setting, especially working closely with students, poses certain inherent risks. Annual training in risk mitigation will be provided for this position.

DUTIES AND RESPONSIBILITIES:

- Assist in promoting a welcoming school environment.
- Function as a liaison between community and the school.
- Build, maintain, and strengthen positive relationships with all students, caregivers, families, community members and staff.
- Develop and coordinate partnerships with community agencies, organizations, and businesses to support student, caregiver and family needs.
- Plan, organize, and support family, caregiver, and community-focused programming (e.g., workshops, before/after-school programs, family nights, cultural and recreational activities).

ADOPTED	REVIEWED	REVISED	PAGE
12-May-26			1 of 3
Motion 07-08-26			

- Support the school's communication and engagement efforts including newsletters, posters, social media, and other outreach tools.
- Assist with the school's planning, evaluation, reporting, and record-keeping related to the Community Schools Program initiatives, funding, and outcomes.
- Develop and maintain a community space within the school contingent upon space availability.
- Obtain, organize, and manage materials required for programming and activities.
- Participate in events, meetings, and activities related to the Community Schools Program.
- Coordinate with service providers & support in navigating systems.
- Assist with school-community planning, and preparation of year-end reports.
- Liaise and partner ~~work~~ with the parent council on PAC sponsored events.
- Performs other support-related duties as required.
- Promote student and family well-being in ways that promote; student-school readiness, attendance, family, community and student engagement, wellbeing and success.

QUALIFICATIONS:

- High School Diploma plus experience or specialized certificate/diplomas (ie. Social Services Worker, Community Services Support).
- Experience working with Indigenous youth and families and knowledge of Indigenous cultures, traditions and cross-cultural perspectives.

ADOPTED	REVIEWED	REVISED	PAGE
12-May-26			2 of 3
Motion 07-08-26			

- Proficiency in use of Microsoft Office tools and applications.
- Ability to work collaboratively with students, staff, families, and community partners.
- Ability to work effectively with students experiencing behavioral challenges and handle confidential information.
- Current Non-Violent Crisis Intervention and First Aid/CPR or the ability to complete in a reasonable timeframe.
- A Valid Class 5 Drivers License and access to a reliable vehicle.
- Availability to work evenings and weekends on occasion to support programming.
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
12-May-26			3 of 3
Motion 07-08-26			