

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP3-41****M.A.N.T.E. Staff Job Description****POSITION:** Community Connector - Brooklands**REPORTS TO:** School Administration**SUPERVISES:** N/A

JOB SUMMARY: The Community Connector – Brooklands supports the Community Schools Program. Reporting to and under the supervision of the school administration and in collaboration with administration and school team members. The Community Connector - Brooklands is responsible for providing services that provide resources, supports, and services with the hopes of improving educational opportunities, experiences and outcomes for students and families at Brooklands School and the Brookland's School Community.

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.
- Connect and build positive relationships with all students, staff and families.
- Establish and maintain a community kitchen.
- Plan for, and prepare, daily meals and snacks for students.
- Ensure weekly grocery shopping is done to facilitate the program.
- Develop partnerships and connections to the community.

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- Organize and coordinate workshops for parents/community members on a variety of topics, including nutrition, meal planning and preparation, parent education, Indigenous education, etc.
- Identify, coordinate, and distribute resources.
- Help maintain home-school connections and support.
- Accompany parents/families to meetings/appointments as requested.
- Assist with school-community planning, and preparation of year-end reports.
- Function as a liaison between community and the school.
- Work with teachers to offer nutritional advice to students.
- Work with the parent council on PAC sponsored events.
- Participate in events and activities related to the Community Schools Program.
- Support Divisional nutrition programming as time permits.
- Performs other support-related duties as required.

QUALIFICATIONS:

- High School Diploma plus experience or specialized certificate/diplomas (youth Care Worker, Early Childhood Educator, Educational Assistant).
- Experience as a community connector or community liaison in an educational environment.
- Excellent organizational, interpersonal, and communication skills.
- Ability to be a self-starter, and to work well with minimal supervision.

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- Ability to work collaboratively with staff, students, parents, families, and communities.
- Ability to work effectively with students experiencing behavioral challenges and handle confidential information.
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- 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.
- A Food Handler's Certificate.
- Availability to work evenings and weekends on occasion to support programing.
- An equivalent combination of education and experience may be acceptable to the Division.

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