



FORT LA BOSSE SCHOOL DIVISION

Job Summary: Stay In School Coordinator

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Under the direction and supervision of the Superintendent, the Stay In School Coordinator will provide support to students and families whose children are not currently engaged in school. The Stay In School Coordinator will support Youth Support Workers, Alternative Education Teachers, and Guidance Counsellors in establishing and coordinating alternative learning plans and/or non-credit programming for students not attending school. Duties include maintaining contact with students, providing support, and making alternative learning plans with students/parents to assist with addressing personal issues preventing students from attending school. This could include obtaining employability skills and obtaining a job or returning to school.

General Duties and Responsibilities

- Meets with school administration, resource and guidance counsellors to identify students under the age of 18 who are disengaged from school
- Meet with disengaged students to identify personal issues or learning needs preventing them from attending school, assess internal and external assets (resiliency and strengths) and develop a plan for alternative learning placement, (alternative academic learning setting, work experience, volunteer work, therapy or treatment)
- Connect students with community resources offering non-credit alternative learning programs
- Connect students with community resources to obtain employability skills and job training
- Responsible for monthly meetings with students, parents and school personnel.
- Establishes and maintains communication with students, parents and school administration regarding academic, attendance and behavioral progress of students, striving towards a return to school or employment



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- Prepares alternative learning plans for students and monthly, or as required, reports to school administration. Further, prepares a bi-annual report to the Superintendent of Schools.
- Adhere to - FLB Policy JGA 'Student Placement'

Qualifications

- Minimum of Bachelor of Education Degree is required.
Related education/training/experience working with at-risk youth will be considered an asset
- Excellent interpersonal, human relations, and behavior management skills
- Works effectively in a collaborative setting
- Committed to individual personal growth and success
- Excellent oral and written communication skills
- Ability to problem solve and make sound decisions
- Good understanding of issues related to poverty, addictions and mental health
- Able to remain flexible and adapt to change
- Ability to work independently
- Valid driver's licenses
- Strong record keeping and organization skills

Related Particulars

This is a 0.25 FTE position which requires flexible hours of work. Salary will be commensurate with qualifications, experience and ability.