



JOB DESCRIPTION

Position: Student Support Worker

Reports to: Coordinator for Race Relations, Cross-cultural Understanding and Human

Employee Group: Non Union

Qualifications:

Requirements for a Student Support Worker include a person of African descent, a specified minimum level of formal education*, experience working with and knowledge of educational and societal issues as they relate to the African Nova Scotian learners, certain personal qualities, and technical skills. In addition to these general qualifications, it is recommended that the successful candidate have valid drivers licence and a vehicle or access to a vehicle.

* Grade 12 Academic, **plus** 3-5 years experience working with at-risk youth; or NSCC Certificate or Diploma in Human Services, Community Service or Youth Worker Program, or Undergraduate Degree in Social Sciences or Social Work

Characteristics:

- Demonstrate knowledge of the issues and concerns facing at-risk youth
- Have excellent interpersonal, written, and verbal communication skills
- Demonstrate knowledge of educational and societal issues as they relate to African Nova Scotian learners
- Demonstrate skills in mediation and conflict resolution
- Demonstrate the ability to work collaboratively as part of a team involving students, teachers, parents/guardians, support agencies, and the surrounding communities
- Have the ability to work and to follow through with assigned tasks independently
- Have the willingness to attend community meetings
- Have the ability and desire to engage in continuing education and skills upgrading
- Have the ability to utilize current technology
- Have the ability to maintain confidentiality as the norm in all issues related to student, parents and school
- Have the ability to provide an atmosphere of respect by applying the principles of Race Relations, Cross-Cultural Understanding and Human Rights
- Have the ability to monitor, assess, evaluate and report on the progress of African Nova Scotian youth

Task Dimensions:

Although the specific duties of a Student Support Worker will vary to reflect the uniqueness of school boards and the environment of their school communities, there are some common core duties performed by a Student Support Worker. These common core duties have been grouped into four main strands: Direct Student Support, Parent/Guardian Liaison, School Climate, External/ Community Linkages.

The responsibilities listed below under each of these strands are not meant to be exhaustive; rather they provide an outline of the major responsibilities Student Support Workers may perform. As well, additional duties may be assigned by the RCH Coordinator/RCH Consultant/Facilitator of African Nova Scotian students and/or the principal as needed.

- Provides direct student support service. For example:
 - Monitoring student attendance (punctuality, truancy, illness) and relay relevant information to the home
 - Acting as a positive role model with respect to professionalism and involvement with students in school and community activities
 - Assisting students with developing organizational and study skills
 - Working closely with student to develop strategies to enhance self-esteem and success in school in a variety of settings
 - In collaboration with staff, assisting students, and parents with educational goal setting by exploring appropriate course selections and the various paths that facilitate a successful school completion, as well as post secondary career and education options
 - In consultation with principal, establishing links with feeder/receiving schools to provide smooth transition for students
 - Working with and encouraging students to monitor their assignment, tests and project schedules and advise teachers when there are concerns
 - Encouraging and supporting student participation in extra-curricular activities
 - Maintaining comprehensive records of all student contacts
 - Keeping apprised of student disciplinary difficulties in order to take action in an attempt to avoid the need for suspension or expulsion. In the case of suspension, ensure steps are taken to minimize its impact on academic performance
 - Performing other assigned duties which are within the scope of the mandate of the Student Support Worker Program as assigned by the Principal, and/or RCH Coordinator/Facilitator for African Nova Scotian students
 - Acting as an advocate for student when necessary
- Liaises with parents / guardians. For example:
 - In collaboration with staff, assisting students, and parents with educational goal setting by exploring appropriate course selections and the various paths that facilitate a successful school completion, as well as post secondary career and education options

- Facilitating open communication among ANS students, parents/guardians, staff, and school personnel to meet students' needs
- Establishing and maintaining as necessary personal contact with parent/guardians by telephone or through home visits (Refer to Board Protocol for Home Visits)
- Encouraging parents/guardians to attend school-wide parent-teacher days and accompany parents, if necessary or when requested during parent-teacher meetings
- Inviting parents/guardian to school events and encourage them to volunteer in school if possible, i.e., School Advisory Committee
- Creates a positive school climate for students. For example:
 - Identifying and recommending culturally relevant, anti-bias and cross-cultural resources materials for use within the Student Support Workers Program (Refer to Bias Evaluation Instrument)
 - Performing other assigned duties which are within the scope of the mandate of the Student Support Worker Program as assigned by the Principal, and/or RCH Coordinator/Facilitator for African Nova Scotian students
 - Maintaining regular communication with the in-school designate/RCH Advisor in assigned school
 - Participating in cultural awareness/sensitivity sessions for students under the direction of RCH Coordinator/Consultant or Facilitator for African Nova Scotian students
- Develops external linkages with the community. For example:
 - Keeping up to date information on external educational support initiatives (such as target population support programs Cultural Academic and Enrichment Program (CAEP), scholarships and awards, cultural activities, etc.)
 - Performing other assigned duties within the scope of the mandate of the Student Support Worker Program as assigned by the Principal, and/or RCH Coordinator/Facilitator for African Nova Scotian students
 - Informing school staff of events and celebration occurring in the students' communities and encourage school staff to participate in these events.
 - Attending community events relevant to the Student Support Worker Program mandate.
- Complies with the Occupational Health and Safety Act and Regulations.
- Performs other related as required.