



**THE WHITE BEAR EDUCATION COMPLEX
BOARD OF DIRECTORS**

**Are seeking enthusiastic individual with a
strong commitment for First Nations
Education to fill**

**(1) Full-Time/temporary position as
Truant/Home and School Safety Officer
For the remainder of the 23-24 school year**

The Truant/Home & School Safety Officer is seen as role models of the community and must exemplify the positive qualifications of the profession. They are expected to be timely, appropriately dressed and have excellent communicating skills. An understanding of the First Nations languages, culture and tradition is considered a definite asset.

A copy of your CPIC and Vulnerable Sector Check must be provided with your resume.

1. The Truant/Home & School Safety Officer shall work under the direction and guidance of the Principal/Assistant Principal of the school.
2. Duties to include, but not limited to, the following:
 - i) Investigate incidents that may occur with students. Report findings to classroom teacher, assistant principal and principal. Collaborate with the assistant principal or principal on appropriate consequences. Prepare letter(s) to parents/guardians to inform them of incidents. Escort student(s) home as required, explaining circumstances of incidents to the parents or guardians. Carry through discipline plan that has been agreed upon.
 - ii) Hold a valid driver's license and be insurable.
 - iii) Be responsible for maintaining files of incident reports.
 - iv) Collaborate with childcare worker on care/counselling issues for students needing these.
 - v) Uphold board policies as they relate to discipline (i.e. smoking, violence).
 - vi) Keep records on attendance and contact parents/guardians as required.
 - vii) Be aware that duties extend beyond the confines of the school. This may include investigating incidents that occur on the busses. Occasionally, riding the busses may be required.
 - viii) Prepare monthly report for Principal and School Board.
 - ix) Attend staff meetings.
 - x) Be involved in extra-curricular activities.
 - xi) Supervise hallways, playgrounds, etc.
 - xii) Follow policies and procedures as outlined in the current Policy and Procedures Manual.
 - xiii) Certification working with children would be an asset
 - xiv) Experience dealing with young adults would be an asset

For more information please contact Principal Christopher Mantei at the email listed below or call (306) 577 4538. cmantei@educationalliance.ca or drop off your resume at the White Bear Administration office/Accounting or fax (306)577-2496, Attn: Leisa Grimes, Executive Secretary. The Education Complex thanks all interested individuals, but only those chosen for an interview will be contacted. Deadline for applications is NOON on November 3rd, 2023.