

**Preschool and Parent Education Program (PPEP)
Parent Program Coordinator**

Portfolio:	Education – School Support
Reports Directly to:	PPEP Teacher, School Administration
Reports Indirectly to:	Superintendent of Learning, Early Years Consultant
Indirect Reports:	0
Location:	Esterhazy High School
Salary Range:	Per GSSD Out of Scope Salary Grid
Last Updated:	January, 2024

Profile

The PPEP Parent Program Coordinator is a part of a collaborative team that includes PPEP employees, the Community Action Plan Program for Children (CAPC), the Public Health Agency of Canada (PHAC), and an advisory committee. The PPEP team, parents, stakeholders and partners work together to support the skills development of program participants and assist them in preparing for a school setting. The PPEP Parent Program Coordinator facilitates the development of a supportive group atmosphere for PPEP parents and assists them in developing skills through a variety of resources and parent programming.

Without restricting the generality of the overview above, the PPEP Parent Program Coordinator shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Plan, coordinate and deliver group programming.
- Establish and maintain positive and professional relationships with program parents.
- Provide individualized support to program participants if required.
- Serve as a referral agent to various agencies depending on individual and family needs.
- Promote a positive attitude towards the Good Spirit School Division.
- Empower parents to take an active role in their child’s education both in PPEP and beyond.
- Access additional resource personnel to provide daytime and/or evening workshops on a variety of topics identified by program participants.
- Support the transition of students from PPEP into a school setting.
- Promote the goals and objectives of PPEP, CAPC, PHAC, CIF and GSSD.
- Collaborate with PPEP staff to complete annual reports, work plans, grant applications, and evaluations as outlined by CAPC, CIF and GSSD.

- Participate in PPEP advisory board meetings to report program information.
- On PPEP Outreach days, work directly with students within the classroom and connect with parents in collaboration with the PPEP teacher
- Perform other duties as assigned.

1. Student Welfare

Role Expectations and Quality Indicators

- RE 1.1 Provide safe, positive learning environments for students and families in the area of assigned responsibility.
- QI 1.1 Facilitates an environment where students and staff feel safe and have high levels of engagement.
- QI 1.2 Utilizes performance metrics for the purpose of monitoring and evaluating operational performance as it relates to students and families in PPEP.

2. Fiscal Responsibility

Role Expectations and Quality Indicators

- RE 2.1 Ensures fiscal responsibility in relation to area of assigned responsibility.
- QI 2.1 Adequate internal financial controls exist and are being followed in areas of responsibility.

3. Organizational Management

Role Expectations and Quality Indicators

- RE 3.1 Demonstrates effective organizational skills.
- QI 3.1 Ensures compliance with all PPEP, school, and Division mandates (timelines and quality) within areas of assigned responsibility.

4. Policy and Administrative Procedures

Role Expectations and Quality Indicators

- RE 4.1 Ensures assigned APs are adhered to.
- QI 4.1 The Parent Coordinator collaborates with the PPEP teacher, in school administration and the Early Years consultant with integrity in a timely manner.

5. Leadership Practices

RE 5.1 Practices leadership in a manner that is viewed positively and in support of those with whom they work most directly.

QI 4.1 Provides clear direction.

QI 4.2 Establishes and maintains positive, professional working relationships with colleagues.

QI 4.3 Unites colleagues toward achieving PPEP's goals.

QI 4.4 Demonstrates a high commitment to the needs of students.

QI 4.5 Colleagues trust the Parent Coordinator.

QI 4.6 Empowers others.

QI 4.7 Effectively solves problems.

Qualifications

- Post-secondary education in a related program such as Educational Assistant, Early Childhood Education, Group Facilitator Training, Life Skills Coach Training, and Social Work.

Knowledge, Skills and Abilities

- Ability to work with community and agency support groups.
- Excellent interpersonal communication (oral and written) and group facilitation skills.
- Ability to work independently and as part of a team.
- Computer skills.

Competencies

- Shows commitment to the organizational vision and strategic goals by acting in accordance with organizational expectations. Uses knowledge of the organization and operations to solve issues and accomplish goals and strategies while complying with policies, procedures and practices.
- Demonstrates effective organizational skills resulting in Director compliance with all legal, Ministerial and Board mandates and timelines. Ensures work is consistently completed and accurate within expected timeframes.
- Takes personal ownership and responsibility for the quality and timeliness of work. Demonstrates reliability and integrity on a daily basis.
- Displays a positive attitude toward others, their work, schools and the division. Provides exceptional service to customers (internal and external) by displaying professional and respectful behaviors with timely proactive responses.

- Respectful of the confidential nature of the position and will keep confidential any and all information acquired during the course of employment. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom on Information and Protection of Privacy Act (LAFOIP)*.
- Models a commitment to personal and professional growth with high ethical standards of conduct.

Working Conditions

- Out of Scope – 10 month position
- 7.5 hours per day for 170 days (dependent on an annual review)
- Paid Semi-Monthly
- Pension Plan (MEPP), Employee Group Benefits (SSBA)

Other

- Clear Criminal Record and Vulnerable Sector Check must be submitted in order to be considered in accordance with Administrative Procedure 400 – Criminal Record Checks.
- In possession of a valid Social Insurance Number at time of hire and be legally entitled to work in Canada.
- Valid Driver's License.