



PARENT AND PRESCHOOL EDUCATION PROGRAM (PPEP) PARENT PROGRAM COORDINATOR

Position Profile: The PPEP Parent Program Coordinator is a part of a collaborative team that includes the PPEP Teacher, PPEP Program Education Assistant, Good Spirit School Division, the Community Action Plan Program for Children (CAPC), the Public Health Agency of Canada (PHAC) and an advisory committee. The advisory committee consists of GSSD personnel, parent representatives, and community-based partnership agencies (PECIP, Sunrise Therapy Program, Child and Youth Mental Health, Ministry of Social Services, and Esterhazy Metis Society).

Directly Reports To: Principal

In-Directly Reports: Deputy Director and Student Services Co-ordinator

Duties & Responsibilities

- Facilitate the development of a support group atmosphere for parents in PPEP by encouraging new friendships and developing collaboration skills among participants.
- Facilitate parenting skills through a variety of resource and parenting programs.
- Plan, coordinate and deliver group programming.
- Promote and support growth in positive thinking, self-esteem and positive self-concept.
- Establish and maintain relationships with program parents while setting appropriate boundaries and acting as a role model.
- Provide one-on-one support to program participants as necessary.
- Serve as a referral agent to various agencies depending on individual and family needs.
- Promote a positive attitude towards the Good Spirit School Division and empower parents to take an active role in their child's education both in PPEP and beyond.
- Access additional resources personnel to provide daytime and/or evening workshops on a variety of topics identified by program participants.
- Assist in transitioning students from PPEP into the school setting.
- Promote the goals and objectives of the Parent and Preschool Education Program.
- Collaborate with PPEP staff to complete annual reports, work plans, grant applications, and evaluations as outlined by CAPC, CIF, and GSSD.
- Attend and report program information at PPEP advisory board meetings.
- Demonstrate the ability to work both independently and as a team member.
- Collaborate with a multi-disciplinary team in creating and implementing Inclusion and Intervention Plans (IIPs) for students requiring intensive supports.
- Work directly with students and parents in collaboration with the PPEP teacher on PPEP Outreach Program days.

- Operate the program within the allocated budget in consultation with the PPEP teacher and GSSD Accounting Manager.
 - Maintain program and client confidentiality.
 - Complete other duties as assigned by the Principal &/or Student Services Co-ordinator.
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Education & Qualifications

- Minimum Grade 12 diploma or equivalent.
 - A diploma or certificate in a related post-secondary program is required for all permanent employees, however, not mandatory upon commencement of employment. In accordance with *Administrative Procedure 400 – Staff Recruitment and Selection*, if a new permanent employee has not completed the appropriate training, he or she will be required to enroll in a Board approved post-secondary course related to an administrative program prior to the completion of his/her probationary period. For the purposes of this clause, appropriate training shall be in a related program such as Educational Assistant, early childhood, or Group Facilitator training, or Life Skills Coach training.
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Competencies, Skills and Abilities

- **Quality & Organization of Work**
The PPEP Parent Program Coordinator must demonstrate his or her ability to pay attention to detail and ensure work is completed consistently and accurately within expected timeframes.
- **Adaptability & Flexibility**
The PPEP Parent Program Coordinator must adapt to and work effectively within a variety of situations, and with various individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue and adapting one's approach as the requirements of a situation change. Strong problem solving skills and demonstrated ability to apply judgment in complex, highly sensitive and sometimes ambiguous situations is essential.
- **Communication**
The PPEP Parent Program Coordinator must communicate effectively to PPEP Teacher, parents, students, school administration and staff. Excellent interpersonal skills along with proven written and oral communication and computer and presentation skills are required.
- **Job Knowledge**
The PPEP Parent Program Coordinator must be committed to professional learning towards enhancing his or her skills and knowledge to perform the required tasks.
- **Cooperation & Teamwork**
This position involves working collaboratively with the PPEP Teacher, in-school administration, Student Support Teacher, division level personnel, partnering agencies and professionals, and other school personnel on a daily basis. The PPEP Parent Program Coordinator must have the ability to work as a team player and work independently with minimal supervision.

- **Attitude**
The PPEP Parent Program Coordinator must display a positive attitude toward others, their work, GSSD schools and the division.
- **Confidentiality**
At no time should a PPEP Parent Program Coordinator discuss in public information pertaining to employees, students or the operation of the division. The PPEP Parent Program Coordinator is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.

Legal Reference: Section 85, 87, 108, 109, 175, 231 Education Act