

# SCHOOL COUNCIL LIAISON

## General Summary:

The School Council Liaison is responsible for supporting the partnership between the Department of Education and School Committees, Councils and Boards, and any Association of School Councils and acts as the principal point of contact between School Committees, Councils and Boards and the Public Schools Branch. The position maintains strong working relationships with individual School Committees, Councils and Boards in order to build effective educational partnerships.

## Principal Duties & Responsibilities:

- Provides information and advice to School Council and Board members regarding school council/board mandates, areas of responsibility, and policies and procedures.
- Works collaboratively with School Administrators and School Councils in both rural and Whitehorse schools to resolve problems; provides advice, support and guidance.
- Provides training (either directly or indirectly) as directed by Public School Branch management, and/or as requested by School Councils and Boards to ensure new members have the information and tools necessary to perform their functions in accordance with established mandates, policies and procedures.
- Coordinates and manages two annual school council conferences.
- Facilitates the development of rural and Whitehorse school calendars annually.
- Maintains the School Council Membership Contact Book (names and addresses for each School Council member), directs the preparation of Appointment and Revocation forms.
- Liaises with First Nations for the appointment of Guaranteed Representatives, in election years (every second year).
- Works with the Communications Coordinator to prepare, review and revise information materials aimed at parents regarding participation on School Councils.
- Organizes the administration of the Oath of Office for new Council members.
- Facilitates the provision of annual funding to School Councils as directed.
- Researches issues and develops and proposes policies relating to concerns raised by School Councils and, as requested by School Council Chairs, researches and compiles information on policy issues being considered by School Councils.
- Acts as an advisor to the Public Schools Branch management on issues related to School Councils.

### Contact:

School Councils Liaison

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