

Laurier Macdonald Community Learning Centre (CLC)

Job Description: Community Development Agent

Community Learning Centers:

Community Learning Centers are dedicated to the creation and maintenance of school-community partnerships that can facilitate access to a range of services and activities, during and after the school day, to help meet the needs of students, their families, and the wider community.

CLCs are associated with English language schools and led by Community Development Agents and school principals.

The Laurier Macdonald CLC is associated with Laurier Macdonald High School.

General Functions

- Conducts needs assessments and develops, implements, and monitors an annual work plan that is aligned with the school's Educational Project
- Establishes programs and activities for students, families, and community members through the development of partnerships with local, regional, and provincial service providers that share common goals
- Applies for grants to support CLC activities and programs
- Assists principal with the creation of partnership agreements between service providers and the school
- Supervises activities coordinated by the CLC, or coordinates supervision schedule
- Develops simple marketing tools and conducts outreach to parents, students, and community members to promote activities and resources
- Connects school staff to relevant community-based resources that can support student learning
- Represents school and community-based interests on one or more local and/or regional partnership tables (i.e., les tables de concertation)
- Periodically conducts consultations with key stakeholders external to the school to assess needs and aspirations (families, community partners etc.)
- Reports in a timely fashion, as required by the school and school board
- Periodically evaluates the efficacy of select programming in collaboration with partners or LEARN
- Participates in professional development and networking opportunities for CLC leaders on an annual basis
- Complies with any and all School Board policies, practices, and guidelines
- Reports to designated school principal

Knowledge, Skills, and Abilities Required

- Ability to work independently and take initiative
- Ability to engage and build trust with a diverse group of stakeholders, including school administrators and staff members, students, and community organizers
- Knowledge of community development – both theory and practice
- Ability to work in high-pressure environments
- Good time management skills
- Ability to maintain accurate records and documentation
- Experience working in a public-school setting or knowledge of the public-school system and local community
- Experience working in collaboration with a variety of organizations and community groups
- Working knowledge of and ability to operate within School Board policies and procedures
- Work effectively within a team-dependent environment
- Experience in planning and evaluation of programs is considered an asset

Required Education / Knowledge / Qualifications / Experience

- A CEGEP degree or certificate of study in a related field
- Two years of relevant experience
- Proficiency in Microsoft Office (Word, Excel, and PowerPoint) and social media
- Strong oral and written communication skills in English and French

Other

- Community Development Agents are required to maintain Confidentiality when discussing sensitive information pertaining to students, employees, or the operation of the CLC
- Must pass a criminal background check as required by the School Board
- May require early morning, evening, or weekend work
- May involve travel

Interested parties are invited to submit their CV to the attention of Cristina Celzi at CCELZI@emsb.qc.ca by April 3rd, 2023