

**Caring and Safe Schools Advisor**  
1 – Permanent Position  
**Caring and Safe Schools and Alternative Programs**  
Schedule II – Level 5  
(Non-Union)  
\$64,084 - \$76,903

**The Toronto District School Board adheres to equitable hiring, employment and promotion practices.**

*Reporting to a Caring and Safe Schools Administrator, the Caring and Safe Schools Advisor will be responsible for helping to ensure the safety and security of students, staff, parents and community members through the review, development, implementation, assessment and monitoring of school prevention, intervention and safety programs.*

**Summary of Duties:**

- Assist school and program sites as directed by the Caring and Safe Schools Administrator in developing and implementing a comprehensive Caring and Safe Schools plan that would include a school code of behaviour, Caring and Safe Schools team and school safety reviews;
- Co-operate and collaborate with the Caring and Safe School Administrator in assessing and implementing appropriate security measures and emergency communication for schools;
- Arrange for staff training, assist with training of the School Based Safety Monitors and make after hours community based presentations as needed;
- Support and assist the Caring and Safe Schools Administrator in matters pertaining to school-based prevention and intervention strategies, school-based discipline issues and non-discretionary transfers;
- Investigate all matters pertaining to property loss or damage and prepare appropriate reports;
- Provide support to law enforcement in the investigation of any incident considered a public safety issue that could impact on a TDSB employee, student or visitor, and notify the appropriate TDSB staff;
- Provide immediate safety/security support, response and consultation to schools, program sites and offices;
- Liaise with community partners involved in supporting caring and safe learning and working environments;
- Liaise with the TDSB's Call Centre including after hours as required;
- Work in co-operation with Facility Services security staff;
- Liaise with government representatives, law enforcement and emergency services and other agencies;
- Liaise with the Manager of Risk Management in Business Services to prepare reports as required including OSBE claims regarding students, liability, vehicle collision and loss and damage;
- Participate in development and implementation of the TDSB's emergency procedures, including conducting school emergency preparedness exercises;
- Review and assist schools in updating emergency plans and procedures;
- Analyze incident reports, identify trends, and develop appropriate responses involving schools, deliver legal documents;
- Provide leadership in fostering equity and inclusiveness in the development and implementation of programs and services; and
- Other related duties as assigned.

**Qualifications:**

- Community College diploma in related disciplines and three years successful experience in a relevant field position, or an equivalent combination of education and experience;
- Proven ability in promoting equitable practices which value inclusiveness and diversity;
- Demonstrated ability to resolve conflicts and solve problems effectively;
- Ability to interact with diverse community groups/agencies;
- Ability to respond effectively to critical incidents;
- Understanding of school security issues;
- Knowledge of relevant municipal, provincial and federal legislation;
- Strong communication and interpersonal skills;
- Proficient computer skills (e.g. e-mail and word processing); and
- Ability to work independently and as a member of a team.

**Asset:**

- Experience working in a related role within an educational environment.

**Special Requirements:**

- Provision of own vehicle for TDSB Business;
- Regular travel across TDSB sites within quadrant.

**Location:** This position is currently located at 1 Civic Centre Court (wheelchair accessible).

**Please Note:**

Applications **must** be submitted:

1. in résumé form with a covering letter.
2. with competition # SCH II-15-0102NE in the subject line of the covering letter.
3. no later than 12:00 p.m. on May 22, 2015.

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

**We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.**