

**Maranacook Area Schools
Job Description**

Position: Service Learning Coordinator

Qualifications: Successful Teaching Experience
Appropriate Certification

Reports to: Superintendent or designee

Job Goal: Provide leadership in the development, implementation, growth and coordination of the school system's service learning program. Promote community connections that are meaningful and sustained over time.

Performance Responsibilities:

1. Promote and support teachers' use of service learning as a teaching methodology throughout the school system.
2. Promote community partnerships that expand student opportunities for meaningful service learning.
3. Coordinate the meetings of the Service Learning Leadership Team
4. Manage the fiscal and progress report process to ensure that Maranacook Area Schools complies with fiscal and programmatic guidelines of grantors.
5. Provide professional development for teachers and students so that they understand the concept of service learning and how to incorporate this teaching methodology into their work.
6. Maintain a database of service learning projects.
7. Remain current on new information in service learning.
8. Seek additional grant opportunities and apply for grants that fit our mission.
9. Represent Maranacook Area Schools service learning program in appropriate local, state and national organizations.
10. Coordinate the participation in Systems Conference, Hall of Flags, and Student Summit.
11. Coordinate celebration of success for Service Learning in our schools.
12. Maintain good working relationship with KIDS Consortium, Department of Education, Winthrop Public Schools, etc.
13. Carry out other professional duties as assigned.

Skills and Experience

- Ability to collaborate effectively with diverse people/groups
- Strong project management skills
- Strong facilitation skills
- Creative problem solving skills
- Experience in K through 12
- Excellent verbal and written communication skills