

**Orono School Department
Job Description**

- Position:** Service Learning Coordinator
- Qualifications:** Successful Teaching Experience/Appropriate Certification
- Reports to:** Building Principals
- 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 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. Provide professional development for all new 6 - 12 teachers so that they understand the concept of service learning and how to incorporate this teaching methodology into their work.
4. Coordinate the middle school service learning program by meeting with middle school teachers monthly, assisting in service learning project design, and finding community partners for service learning projects.
5. Assist teachers of ninth grade students in implementing service learning in their classes.
6. Assist teachers of ninth grade students in the transition of ninth grade students through core value work.
7. Plan and coordinate events for high school sophomores that promote service learning, such as "Make a Difference Day", school and community issues seminars, and volunteer organization fair.
8. Coordinate junior year service learning projects:
 - Advise and support students in their choice of service
 - Collaborate with teachers
 - Recruit and train mentors
 - Identify, in collaboration with teachers, those students who need support in various aspects of their project and provide needed supports
 - Coordinate the service learning exhibit night
 - Coordinate and participate in the final evaluation of student service learning projects
9. Maintain a database of service learning projects.
10. Coordinate the meetings of the service learning advisory committee.
11. Remain current on new information in service learning.
12. Represent Orono School Department's service learning program in appropriate local, state and national organizations.
13. Carry out other professional duties as assigned.