

Service Learning Coordinator's Job Responsibilities at RDHS:

- **Role Model**
- **Design & update forms**
Permission slips, Transportation requests, KIDS Forms
- **Establish regular channels of communication**
Between Teachers
Between Teachers and School Board
Between Teachers and Community Partners
- **Serve as Liaison to KIDS, State, & National SL Organizations**
For meetings, reports, etc.
- **Contact person for SL**
Need one place for community partners to contact
- **Chair the Leadership Team**
Actively engage in self-assessment and planning
Define roles and responsibilities
Document action
Compile final portfolio
Initiate and facilitate training opportunities
Arrange for registration, travel etc. for those participating
- **Serve as a resource**
Help teachers align service-learning projects with standards and assessments
Introduce service learning to classes, when asked
Help teachers with the process of documentation
Mentor, motivate, and train teachers when appropriate
Help design data base for use district wide, with community resources and historic info for SL
- **Budget**
Document, reconcile budget
Fill out appropriate budget forms
Seek additional funding sources
Grant writing