

**Job Description**  
**Service Learning Building Representative**

Winthrop Public Schools Service Learning Team will employ three Service Learning Building Representatives for each of our three schools. These people will assist the Service Learning Coordinator in implementing a Service Learning program in Winthrop Public Schools.

*Job responsibilities:*

1. Disseminate information about SL to the staff in respective building
2. Encourage teachers to use SL as a teaching methodology
3. Serve as a resource person on SL to building staff
4. Report appropriate issues, concerns and contacts to the Service Learning Coordinator.
5. Attend and make reports about building progress to Service Learning Leadership Team meetings.
6. Assist in scheduling KIDS educational consultants as needed.
7. Assist in collecting grant reporting material.