

Coordinator of Ripley High School Service Learning Program

Job Description

Qualifications:

1. Holds a professional teaching certificate.
2. Good evaluations and/or recommendations from professional associates, employees, and/or supervisors.
3. Ability to communicate effectively with students, school personnel, parents and representatives of community groups.
4. Ability to work cooperatively with others.
5. Ability to supervise students.
6. Ability to plan and implement a community service project.
7. Day, evening and Saturday availability for program implementation and performance of job related duties.

Immediate Supervisor: Ripley High School Principal

Duties and Responsibilities:

1. Recruit and train student volunteers for Service Learning Program.
2. Select Volunteer projects.
3. Supervise student volunteers.
4. Organize recognition programs.
5. Conduct student volunteer meetings.
6. Evaluate program.
7. Work cooperatively with community agencies.
8. Complete required documentation and reports.
9. Supervise all phases of the program.
10. Publicize the program and disseminate information about it.
11. Perform other tasks required to effectively implement the program and ensure its successful operation.
12. Perform other job related duties as assigned by the principal.

Jackson County Board of Education
Date