



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

POSITION DESCRIPTION

POSITION: Service Learning Coordinator

JOB SUMMARY:

The Service Learning Coordinator is responsible for implementation and record-keeping related to the service learning program at their school.

REPORTS TO: School Principal

QUALIFICATIONS AND EXPERIENCE:

1. Excellent oral and written communication skills
2. Demonstrated management, leadership and human relations skills
3. Ability to exercise good judgment in making decisions
4. Proven ability to carry an assignment to its completion
5. Demonstrated success in accomplishing tasks akin to the duties and responsibilities listed below
6. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable

DUTIES AND RESPONSIBILITIES:

1. Attend periodic county-wide coordinator meetings.
2. Collect data as required by the Maryland State Department of Education and Calvert County Public Schools.
3. Monitor the service learning Verification of Hours and Student Service Learning Project Evaluation Forms.
4. Annotate the permanent record card, Student Plus, or other long-term student filing system with information regarding the completion of service learning hours of each student.
5. Provide technical assistance to teachers as they implement the curriculum infused Student Service Learning Projects.
6. Provide a seamless program by collaborating with other service learning coordinators.
7. Meet with classroom teachers to explain the Student Service Learning Program, grade level projects, and teacher/student expectations.
8. Pre-approve independent Student Service Learning Projects.
9. Provide support to students who are working on independent service projects.
10. Act as the Student Service Learning liaison for your school community.

OTHER DUTIES:

Performs related work as required or assigned by the Principal and/or Athletic Director

PHYSICAL DEMANDS:

Position requires significant periods of standing and walking, and is performed in a typical school environment

UNUSUAL DEMANDS: None

TERMS OF EMPLOYMENT:

Salary commensurate with qualifications and experience applied to the current year Extra Pay for Extra Duty Longevity Pay Schedule.

FLSA STATUS: Exempt

EVALUATION:

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

APPLICATION PROCEDURE:

Coach/Club/Advisor application should be submitted to the Principal where the vacancy exists.

References must be directly related to work experience and must include current immediate supervisor.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
410-535-1700

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481.

.....
Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Ms. Kimberly Roof
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Ms. Laveeta Hutchins
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office of Civil Rights complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481.