

COMMUNITY SCHOOL COORDINATOR: ROLE AND RESPONSIBILITIES

Background

A Community School Coordinator, reporting to the Principal, will direct the after-school and nutrition programs in community schools.

Procedures

The Community School Coordinator will have specific responsibilities for:

1. Relationships with Students & Staff
 - 1.1 Coordinate after-school and evening programming for youth.
 - 1.2 Oversee the operations of the nutrition program including ordering, inventory, food preparation, service and supervision of the Nutrition Worker.
 - 1.3 Liaison between the school, local business and agencies.
 - 1.4 Apply for grants and funding as applicable.

2. Confidentiality
 - 2.1 At no time should a Community School Coordinator discuss, in public, information pertaining to employees, students or the operation of the division. A Community School Coordinator is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.

3. Other Duties As Assigned
 - 3.1 Performs other duties and obligations as assigned by the Principal.