

## **2.0. Human Resources**

### **2.B. Position Descriptions**

#### **Community Learning Co-ordinator**

**Policy Reference: EL-1.2**

**Reviewed by Committee: December 13, 2022**

Under the supervision of the school principal the learning co-ordinator will contribute to the school learning environment by supporting students and increasing engagement with the local community.

#### **RESPONSIBILITIES and DUTIES:**

- 1.0 Act as community liaison and represent the school in the local community and to parents.
- 1.1 Organize and facilitate community and school events.
- 1.2 Organize and facilitate school out-trips.
- 1.3 Create and maintain partnerships between school and community organizations and businesses.
- 1.4 Support learning within the school environment.
- 1.5 Mentor students in the development of independent learning strategies.
- 1.6 Organize and facilitate international student programming in the school environment if needed.