

**DRACUT PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE: *Community Service Coordinator*

QUALIFICATIONS:

- A minimum of a Bachelor's Degree in an educational discipline from an accredited college or university
- Minimum of five (5) years successful teaching experience preferred; experience in program development and oversight preferred

REPORTS TO: Dracut High School Principal

RESPONSIBILITIES:

- Directs and administers the school's plan for Community Service education
- Assist students in identifying appropriate Community Service opportunities
- Register all student Community Service plans
- Track each student's progress in completing his/her Community Service hours
- Provide weekly updates, complete evaluations and reports of student Community Service progress
- Maintain communication between students, community contacts, parents and the High School
- Prepare recognition events, press releases, etc.
- Assist guidance personnel and athletic coaches in preparing student profiles and recommendations for college placement
- Prepare academic progress reports and grades for all Community Service course sections
- Coordinate the Dracut High School Athletic Department's Community Service efforts with Community Service requirements for other school groups.
- Collaborate with the Athletic Department and other Department Heads, Club Advisors, etc. to identify appropriate Community Service opportunities for Dracut High School students
- Performs all other tasks and responsibilities that may be assigned by the Dracut High School Principal or Superintendent of Schools