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Britannia Community Services Centre Document “B”

POSITION DESCRIPTION: Community School Coordinator, Britannia
Community Services Centre

GENERAL RESPONSIBILITIES:

Within the partnership framework of Britannia Community Services Centre, the coordinator will develop and facilitate community education services to the educational needs of the residents of the Grandview/Woodlands and Strathcona Communities in Vancouver.

ACCOUNTABILITY:

The Britannia Centre Board of Directors has an operating agreement with the Vancouver School Board regarding the provision of Community Education Services by the latter agency. The Community School Coordinator will be accountable to Career and Community Education Services of the Vancouver School Board through the secondary school principal and the elementary school principal for fulfilling the terms of this agreement. The person in this position will be an employee of the Vancouver School Board assigned to work at the Britannia Centre as a member of the Britannia Elementary and Secondary staff.

SPECIFIC RESPONSIBILITIES:

Program:

- 1) To stimulate and coordinate parent and community involvement in the Britannia school life.
- 2) To involve local residents in the planning and facilitating of community education programs at Britannia as well as at other locations in the Grandview/Woodlands areas.
- 3) To strengthen the existing curricula of the Elementary and Secondary Community Schools through the involvement, and utilization of community resources.
- 4) To support, and assist in the coordination of jointly sponsored programs and projects.
- 5) To work with the Britannia Executive Director to increase local citizen involvement in both the decision making, and leadership aspects of their local community efforts.

ADMINISTRATION:

- 1) To coordinate, orient, train, and evaluate all community school staff engaged in community education including course instructors, and clerical staff.
- 2) To provide staff services to local groups and committees concerned with community education.
- 3) To make recommendations to the two boards, (Britannia Board of Directors and

Career and Community Education Services, Vancouver School Board) on matters relating to the development and implementation of community education initiatives, and for the utilization of the educational resources of the centre.

- 4) To work closely with the staff of Britannia Secondary School, Britannia Elementary School, and Britannia Services Centre in the planning, operation, and coordination and scheduling of community programs.
- 5) To prepare annually in collaboration with the Executive Director of the Centre a budget for community education programs for submission to the Britannia Board of Directors, and report regularly to the Board of Directors on the administration of these funds.
- 6) To carry out the above duties in concert with other members of the interagency services team at the Centre, composed of staff from the schools, library, recreation services, and social services, and coordinated by the Executive Director of the Centre.

APPROVED BY:

THE BOARD OF SCHOOL TRUSTEES
OF SCHOOL DISTRICT NO. 39

Alastair Fraser

Area Superintendent-Sunrise

APPROVED BY:

BRITANNIA COMMUNITY SERVICES
CENTRE SOCIETY

Eamon Morgan

President

G. Smith

Britannia Elementary School

Doug Soo

Executive Director

Gordon May

Britannia Secondary School Principal