

2.0. Human Resources

2.B. Position Descriptions

FLEX PROGRAM COORDINATOR

Policy Reference: EL-1.2

Reviewed by Committee: December 13, 2022

The Flex Program Coordinator is responsible for the delivery and implementation of the Flex program, which creates flexible learning opportunities that combine academics, community engagement and experiential learning.

RESPONSIBILITIES and DUTIES

- 1.1 Communicating and coordinating between parents, students, community members, teachers, and principals.
- 1.2 Promoting the program through various forms of media.
- 1.3 Linking together various program components to create individual plans for students.
- 1.4 Organizing and facilitating regular group activities.
- 1.5 Vetting program applications.
- 1.6 Transporting participants when required.
- 1.7 Mentoring participants on a day to day basis and tracking progress.
- 1.8 Creating a positive group atmosphere and program identity.