



3541 SERVICE LEARNING PROGRAM COORDINATOR (K-12)

Policy Type: Human Resources Manual
 Applies To: Staff
 Approved By: Head of School
 Policy Reviewed: every 2 years
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The K–12 Service Learning Coordinator at Langley Christian School (LCS) leads the development and integration of service learning across all grade levels, aligning with the school's mission to equip students to “know God, love others, and live purposefully.” This role is central to fostering a culture where students engage in meaningful service that connects classroom learning with real-world application, encouraging personal growth and community impact.

Service learning at LCS is distinct from traditional outreach; it emphasizes reciprocal learning where students are transformed through serving others, developing empathy, leadership, and a deeper understanding of their faith in action. The coordinator ensures that service opportunities are thoughtfully integrated into the curriculum, supporting the development of LCS's six learner attributes and the K–12 Bible curriculum goals.

REPORTING TO: Head of School, Principal(s)

1. GENERAL DUTIES AND RESPONSIBILITIES:

- (a) Uphold all policies of the LCS Board and Community standards.
- (b) Intentionally pray with and disciple students, and model a rich Christian faith in the community.
- (c) Plan for the delivery of instruction and assessment as required by the BC curriculum, and the LCS K-12 Learner Profile (2001 Curriculum Policy), 2002 Instructional Guidelines and 2003 Assessment & Reporting Policies. (Teachers may not add additional programs, curriculum materials or texts not authorized by the principal and Head of School.)
- (d) Uphold Professional Standards for BC Educators and the 3101 Employee Conduct Standards.
- (e) Participate in campus-wide and individual self-directed professional development planning as guided by School-wide K-12 Action Plans and the LCS Board Strategic Plan.
- (f) Establish and maintain records of daily lesson plans, unit plans and yearly overviews. Participate in collaborative planning with grade teams, committees and departments.
- (g) Plan and facilitate field trips and extracurricular activities; invite parent volunteers to participate in classroom and school related activities.

- (h) Ensure that Individual Education Plans (IEPs), classroom profiles, behaviour and safety plans, and other program support for students are implemented as required. Provide administration and SBT with weekly classroom schedules and update as required; provide data and collaborate with SBT to monitor wellbeing and achievement of at-risk learners.
- (i) Collaborate with EAs and other non-enrolling LSS faculty to provide targeted instruction and social emotional support and/or adaptations as required by IEP, or classroom needs assessments
- (j) Participate in the delivery of the LCS Program Pillars (arts, athletics, STEM, service) through co-curricular activities and programs.
- (k) Participate in routines of the school community including arts performances, committees, devotions and events, which may fall outside of the regularly scheduled school day, as required by the campus principal.
- (l) Supervision and additional duties as assigned by the principal as necessary for maintenance of the learning, safety and wellbeing of students and staff.
- (m) Establish strong, respectful and supportive relationships with students, staff and parents.

2. PROGRAM DEVELOPMENT AND PARTNERSHIPS

- (a) Design and implement a comprehensive K–12 service learning framework that aligns with LCS's educational objectives and Christian values as described in [2520 SERVICE LEARNING PROGRAM](#)
- (b) Collaborate with teachers to embed service learning projects into the curriculum, ensuring age-appropriate and meaningful experiences.
- (c) Develop resources and training materials to support faculty in facilitating service learning initiatives.
- (d) Establish relationships with external organizations who LCS can partner with to provide annual service learning trips locally, regionally (North America) and globally.
- (e) Coordinate with existing community partners, and expand partnerships as required, to ensure service projects meet genuine needs and provide valuable learning experiences.
- (f) Organize school-wide events and activities that promote community involvement and highlight the impact of service learning K-12, including but not limited to school and/or campus-wide service learning days.
- (g) Plan and execute all necessary logistics, insurance, documentation, transportation, ticketing and budgeting for service trips and experiences.

3. STUDENT LEADERSHIP AND DEVELOPMENT

- (a) Mentor students in planning and executing service projects, fostering leadership skills and a heart for service.
- (a) Facilitate student reflection on service experiences to deepen understanding and personal growth.
- (b) Encourage student participation in service learning at all grade levels, adapting approaches to suit developmental stages.

4. PROGRAM EVALUATION AND REPORTING

- (a) Assess the effectiveness of service learning initiatives through feedback, reflection, and measurable outcomes.
- (c) Report on program progress to school leadership, highlighting successes and areas for improvement.
- (d) Stay informed about best practices in service learning and incorporate new strategies to enhance the program.

RELATED POLICIES:

[2520 SERVICE LEARNING PROGRAM](#)

Reviewed: 03 2026