

# BALTIMORE COUNTY PUBLIC SCHOOLS

## Extra Duty Activity (EDA)

<b>Name of EDA:</b>	Student Service Learning (SSL)
<b>School Level:</b>	Middle and High

**Description of Activity:** Under the direction of the principal, the Student Service-Learning Coordinator provides advice, guidance, and information to students, parents, and school staff about the SSL graduation requirement and about opportunities within the school and community to fulfill the requirement. The coordinator reviews and approves service projects proposed by individual students and modifications to curricular infused projects. Upon completion of the projects, the coordinator reviews and files the reflection forms and records hours earned, ensuring requirements are met. An end-of-year report is submitted to the Office of Service-Learning.

The SSL coordinator must have knowledge of the program, which includes curricular infusion, independent project requirements, and the seven best practices of SSL. Computer skills, especially on the STARS program, are required to record students' hours. Effective communication skills are necessary when dealing with students, parents, school staff, and the community.

**Link to the Blueprint for Progress:** SSL supports the school system's mission to provide a quality education to all students. SSL students become actively involved in their communities and develop an appreciation of meaningful service to others beyond their homes and schools. SSL enables students to improve their academic skills by applying their knowledge to real-world experiences. The Student Service-Learning coordinator supports the *Blueprint's* Performance Goal 5.

<b><i>Examples of Specific Duties of this EDA Sponsor</i></b>	<b><i>Estimated Hours</i></b>
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Preparation and Planning	10 – 20
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- Prepares for informational meetings with students, parents, and school staff
- Prepares and distributes Student Service-Learning pre-approval and reflection forms
- Ensures all infusion teachers are aware of their responsibility to complete service-learning in their selected courses and that each is prepared to implement a high-quality project during the school year

Meetings	30 – 40
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- Attends countywide meetings with supervisor and peers
- Conducts informational meetings with parents, students, and school staff
- Conducts classroom meetings with students to discuss graduation requirements, curriculum infusion, and project requirements
- Holds individual meetings in person, via telephone, and through email

#### Other EDA Duties

60 – 80

- Acts as the building liaison for the Office of Service-Learning and the community for all service-learning-related issues at the school
- Prepares and disseminates information through school announcements, school newsletters, and bulletin boards
- Maintains records of SSL hours for each student
- Reviews service project pre-approval forms to ensure the proposed project meets county standards
- Files reflection forms and ensures they are complete
- Updates community resource information
- Nominates students who are eligible for local, state, and national service awards
- Schedules site visits with the central office Service-Learning Assistant as requested
- Completes monthly updates on seniors as requested (high schools only)
- Collaborates with high school counselors to meet with seniors who have not yet earned the required 75 hours, and assists students in planning a course of action

**Estimated Annual Hours that a Teacher Might Spend to Sponsor this EDA: 110 – 150**

**Minimum Number of Students Required:** Every student in middle and high school is involved in Student Service-Learning.

#### **Annual Compensation**

Student Service Learning is a Level I and Level II activity.