Coordinator of Service Programs, Upper School  
The Kinkaid School  
Houston, Texas  

[kinkaid.org](http://kinkaid.org)

Southern Teachers is assisting The Kinkaid School in its search for a Coordinator of Service Programs to join the Upper School Leadership Team and oversee student activities and projects pertaining to community service, service-learning, and community donations projects.

Reporting to the Head of Upper School, the Coordinator will strive to inspire student engagement with local agencies and their understanding of issues affecting various Houston communities. This person will work with the Coordinator of Student Life on service programming, support experiential and DEI education initiatives, and help faculty members incorporate service-learning into the curriculum. The Coordinator will act as the faculty advisor for the Community Service Leadership Council and the Donations Committee, chaperone service projects each month, maintain data on the yearly service requirement, and teach one academic class.

Qualified individuals will have experience in upper school education, in guiding student-led projects, and in building relationships with outside service partner organizations. The best candidates will have a passion for integrating technology, strong communication skills, and high professional standards.

Founded in 1906, The Kinkaid School is a co-educational day school whose mission is to promote educational excellence and balanced growth in a challenging, safe, and inclusive learning environment. Home to nearly 1500 students in grades Pre-K through twelve, Kinkaid encourages its students to grow in character, pursue their interests, and use their unique gifts to serve and lead in their school and the local and global communities.

To apply, please complete the online Application to become a Southern Teachers Candidate and submit a cover letter explaining your interest in and qualifications for this position, which begins in July 2022.