



Site Coordinator's Roles and Responsibilities

01

Administrative Lead

Manage tasks such as taking care of logistics for the meeting, and sending announcements



02

Recipient of Ideas

Be open to other team members' ideas and willing to hear and consider their perspectives



03

Delegator and Moderator

Scaffold the participation of team members and facilitate meetings



04

Change Leader

Guide the vision and priorities of the work and align it with the district's systems



05

Final Decision Maker

Ensure closure and completion of the team tasks.

