Position:  

Senior Class Advisor

As Senior Class Advisor, you will be responsible for the following activities. You will be expected to work beyond your contract time in support of student engagement decision-making processes. The following outcomes/products will result:

- Coordinate Senior Class activities including participating in Senior Exposition
- Coordinating Senior breakfast, including the following:
  - Selecting location and setting price
  - Selecting, inviting and coordinating guest speaker
  - Print and sell tickets
  - Organize the location

- Coordinate materials for graduation, including
  - Arrange for invitations and caps/gowns
  - Select and invite a speaker
  - Coordinate the gymnasium set-up
  - Coordinate the printing of programs
  - Order flowers for each graduate
  - Arrange for and coordinate a class gift
  - Coordinate Ushers
  - Arrange for rehearsals
  - Coordinate the Class Marshall
  - Coordinate speeches by students

Compensation: Category___/Step___  $per year

_______________________________  __________________
Teacher Signature                         Date

_______________________________  __________________
Administrator/ Designee                  Date