

## Winooski School District

### Co-Curricular Job Description

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