

**Winooski School District**  
Co-Curricular Job Description

Position: *Scholarship and Awards Coordinator*

As Coordinator of the Scholarship and Awards Committee, you will work beyond your contract time to provide student recommendations for post-secondary funding opportunities. The following outcomes/products will result:

- Student Nominations
- Facilitate scholarship and award paperwork with students and agencies
- Create honor roll lists, certificates and coordinate honors assemblies
- Organize Student of the Quarter Luncheon
- Correspond with Burlington Free Press and Winooski Paper
- Coordinate with Dollars for Scholars
- Plan the Honors dinner
- Facilitate National Honor Society activities
- Coordinate High School Graduation Activities including, but not limited to:
  - Letters to donors and students
  - Assemble and organize scholarships
  - Facilitate banner printing
  - Facilitate award hand-out
  - Complete financial statements for Dollars 4 Scholars and National Headquarters

**Compensation:** Category\_\_\_/Step\_\_\_ \$per year

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator/ Designee

\_\_\_\_\_  
Date