

Winooski School District

Co-Curricular Job Description

POSITION: *SITA Coordinator*

As Spring Into The Arts (SITA) Coordinator, you will be responsible for the following activities. You will be expected to work beyond your contract time to plan and coordinate faculty, parents, and community members to collaboratively create and conduct a celebration of the arts. The following outcomes / produces will result:

- Designing a multi-day celebration of the arts in WSD and greater community
- Coordinating the Empty Bowls Dinner
- Facilitating regular planning meetings
- Arranging community outreach and collaboration opportunities for students' art and performance
- Ensuring the event(s) is well publicized
- Exploring ways to integrate the event into the school day
- Ensuring adequate financial support for the event
- Coordinating set up and take down of artwork, sound equipment the days of the event(s)
- Organizing and overseeing SITA volunteers

COMPENSATION: Category 3 / Step \$ per year

Teacher Signature

Date

Administrator Signature

Date