

Winooski School District Co-Curricular Job Description

Position: *Senior Project Coordinator (High School)*

In the Senior Project, Winooski High School seniors engage in a major activity, write an important thesis paper, and make a presentation of their project to a panel of judges in the May Senior Exposition. This has the dual function of immersive exposure to a topic of interest and significance to the student, and serving as a culminating project that demonstrates mastery of a variety of research, writing, and problem solving skills developed over the course of their education in the Winooski School District.

In the spring of Junior year, students identify and commence their projects. The Senior Seminar course offers important guidance in pacing and writing. Completion of the Project, Thesis, and Exposition are primarily the independent responsibility of the student.

The Senior Project Coordinator has the following responsibilities:

- Provide administrative coordination for the Senior Project in all its phases;
- Develop and manage all relevant documents for introduction, management, and assessment of the Senior Project experience, in collaboration, where appropriate, with other faculty;
- Introduce the Project to Juniors, March-April, and conference with individual Juniors to identify topics and plan their implementation schedule; assist with identification and selection of community consultants;
- Maintain documentation of individual Project goals, community consultants, and project completion;
- Coordinate with Senior Seminar, Omni, and Lotus teachers regarding assessments and schedules;
- Coordinate assessment of draft papers by teacher teams;
- Guide students in development of presentations for Senior Exposition;
- Coordinate the Senior Exposition in May, including: determining which seniors are eligible (with an accepted completion of project and paper); providing students with presentation scoring guide, assigning and prepping judges; managing room assignments and logistics; and facilitating scoring and record keeping; and,
- Report results of final assessments for inclusion in official student records.

Compensation: Category ___/Step ___ \$ per year

Teacher Signature

Date

Administrator/ Designee

Date