

Culminating Project Parent Volunteer Job Description

Approx Duration—Jan 4th to late May, 2010

Approx Hours Per Week: 3 to 5 hours on average, maybe more the weeks of presentation days

Summary:

This position involves the scheduling and tracking of seniors completing their Culminating Project.

Background:

Culminating Project is a graduation requirement that most seniors complete when taking a semester long course called “Senior Experience.” Seniors that are waived from taking Senior Experience complete their project independently and are tracked by Courtney Cossey. Seniors either receive a meet or did not meet standard grade after giving their presentation, either at the end of 1st semester or 2nd semester. Students who did not meet standard are automatically rescheduled for a redo presentation, and they re-present until they meet standard.

Specific Identified Tasks

Before Culminating Project Presentation Days--

- Compile info/manage the master schedule of 1st and 2nd semester student presentations scheduled on Jan 28th and May 7th, including coordination of student, staff and community member room assignments. This involves signing up students in the classroom, and scheduling/assigning roles and rooms to community and staff via email.
- Leading up to the presentation dates, communicate with and send reminders to students, staff and community members about their assigned schedule and details about the day.
- Keep an ongoing master list of the entire senior class, how/when each student is completing CP, and the outcome of their presentation—met or not met standard.

On Presentation Days—

- Work together with Courtney, Robert Johnson, and other day-of parent volunteers to ensure that everyone is in the right place, has all the resources they need, and that presentations run smoothly.

After Presentation Days—

- Enter in the outcome of the presentations in the master spreadsheet and compile completed survey information from community, staff and students about CP.
- Help reschedule presentations for students who did not meet standard.

To express interest in this position or get more information, contact Courtney Cossey at 425.431.6122 or cosseyc@edmonds.wednet.edu .