



SENIOR CLASS ADVISER

Proposed Implementation: 2026–2027 School Year — Class of 2027

Reports To: High School Principal

Position Type: Extra-Duty Assignment

Compensation: TBD

Position Summary & Rationale

The Senior Class Adviser will provide consistent leadership, coordination, and oversight of activities and responsibilities associated with the senior class. The adviser will work closely with the senior class officer team, members of the senior class, families, and school administration to ensure that senior activities, traditions, fundraising efforts, and graduation-related responsibilities are planned and completed in a timely and organized manner.

Currently, responsibility for many senior-class activities shifts among different staff members from year to year. Establishing a Senior Class Adviser will create a consistent point of leadership and accountability while helping ensure that important senior activities are appropriately planned, communicated, and completed.

The position is intended to enhance student ownership of senior-class activities - not replace it. The adviser will guide and support senior class officers and students as they make decisions, develop plans, and carry out the traditions and experiences associated with their final year at Boyceville High School.

Primary Responsibilities

Senior Class Leadership

- Serve as the primary staff adviser to the senior class and its elected class officers.
- Meet regularly with senior class officers to establish goals, timelines, responsibilities, and priorities.
- Encourage meaningful student leadership and class participation in decisions affecting senior activities.
- Maintain an annual calendar of senior-class responsibilities, activities, deadlines, and events.
- Work collaboratively with the High School Principal regarding senior-class activities and emerging needs throughout the school year.

Senior Class Trip

- Guide senior class officers through the development and coordination of the senior class trip.
- Solicit appropriate input from members of the senior class regarding potential destinations and activities.
- Assist students with developing a proposed itinerary, budget, transportation plan, fundraising needs, and other necessary arrangements.
- Work with administration to ensure the proposed trip meets district expectations and receives necessary approval.

Senior Class Mural & Traditions

- Coordinate the development of the annual senior class mural.
- Establish timelines for submission, review, revision, and completion of the mural design.
- Ensure the final mural design is submitted to administration for approval prior to implementation.
- Help preserve and coordinate established senior traditions while working with students and administration to appropriately develop new traditions or activities.

Graduation & Senior Activities

- Work alongside the High School Principal and appropriate staff members to support the planning and coordination of graduation and other senior-specific activities.
- Assist with student and family communication regarding important senior events, responsibilities, expectations, and deadlines.
- Help coordinate student responsibilities associated with graduation preparation and rehearsal.
- Assist administration with senior activities that arise throughout the school year and require additional planning or coordination.

The Senior Class Adviser will work closely with the High School Principal while maintaining regular communication with senior class officers, students, families, office personnel, and other staff members involved with senior activities.

The adviser is expected to provide continuity from year to year by maintaining appropriate timelines, planning materials, procedures, and other resources that can be used with future senior classes. Following the conclusion of each school year, the adviser and High School Principal will review senior activities and identify adjustments that may strengthen the experience for the following graduating class.

BOYCEVILLE COMMUNITY SCHOOL DISTRICT MISSION STATEMENT

The mission of the Boyceville Community School District, as a partner with family and community, is to provide a high quality education in which students gain respect for themselves, others and their surroundings and develop a desire for excellence while learning the skills to become contributing members of a global society.