

**MONMOUTH REGIONAL HIGH SCHOOL**

**TITLE GRADUATION COORDINATOR**

**Supervises:** Students and staff involved in graduation

**Nature and Scope of the Job:**

Coordinate the activities in a successful graduation program.

**Qualifications:**

1. Minimum three (3) years' successful teaching experience.
2. Ability to plan, organize and administer.
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
4. Demonstrated experience in working with students and employers in a school/work environment.
5. Demonstrated and sustained ability to perform all the necessary physical and mental capability for active supervision.

**Employment Terms:**

Stipend Position per agreement with the MREA Year to Year appointment (Non Tenured).

**Job Functions and Responsibilities:**

1. Works with the Principal, Assistant Principal, Guidance Director, Director of Student Activities, and Senior Class Advisor(s) to bring together the efforts for a successful graduation event.
2. Studies, evaluates, and recommends to the Principal any requested changes in the graduation ceremony from year to year.
3. Works with the Assistant Principals office to coordinate the printing and delivery of the programs.
4. Supervises all graduation practices.
5. Orders all flowers.
6. Makes contact with Brookdale or other outside agencies for location of graduation and in turn recommends to the Business Administrator necessary contracts, legal agreements and insurance's needed for holding our graduation off site.
7. Works with the Maintenance Supervisor to arrange for chairs, public address systems, and general set up.
8. Advises the Assistant Principal as to the number of adults needed for graduation including police, parking ticket takers, supervisors of students, supervisors of guests, and security needs for personal items during the graduation ceremony.
9. Coordinates with the music department their involvement and needs for graduation.

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10. Reviews for accuracy the work of the Secretary of the Director of Athletics in the area of:
  - a) Measurement, ordering and distribution of Caps and Gowns.
  - b) Preparation of the Graduation Program
    1. Confirming faculty credentials
    2. Inviting mayors and military personnel
    3. Listing Scholarship recipients
    4. Listing of graduates
11. Receives, reviews, and forwards to the Principal and Superintendent the speeches of the Valedictorian, Salutatorian, and other student speakers.
12. Attends meetings when called by the Principal as they relate to graduation.
13. Interfaces with the Business Administrator regarding the ordering of materials for graduation.
14. Attends graduation ceremony.

**Evaluation:**

Performance on this job will be evaluated by the Principal.

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**Approved**

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**Date**

**First Reading Board of Education: November 3, 2015**