

East Newark Board of Education
501 N. Third Street, East Newark, N.J. 07029
973-481-6800

Title: Grade 8 “Graduation” Coordinators

Qualifications: Teaching Certification (any content area)

Key Competencies:

- Patience
- Organization and planning
- Flexibility
- Teamwork

Reports to: Middle School Principal

Job Goal: To guide grade 8 graduation exercises and year book publication to a successful completion.

Performance Responsibilities:

- Organizing and moderating a student year book committee
- Publishing a student year book
- Ordering and distributing all graduation supplies, including: caps and gowns, rings, graduation certificates, flowers, decorations.
- Practicing with grade 8 students for graduation during the school day as per a predetermined schedule.
- Liaison with the PTO
- Managing all graduation logistics, including:
 - Seating & stage arrangements
 - Sound
 - Guest invitations
 - Ticket distribution (if applicable)
 - Opening and securing gym (or other location)
- Any other responsibilities pertaining to graduation, as determined by the Superintendent.

Board approved: _____