

**CUMBERLAND REGIONAL SCHOOL DISTRICT****JOB DESCRIPTION****GRADUATION ORGANIZER****JOB GOAL**

To assist administration with the organization, preparation, and implementation of the high school graduation ceremony.

**QUALIFICATIONS**

1. Experience working with high school students.
2. Valid driver's license.
3. Current Cumberland Regional School District Employee.
4. Such alternatives to the above requirements as the School Board or the Administration may deem appropriate and acceptable.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**DUTIES/RESPONSIBILITIES**

1. Student Progress Monitoring:
  - a. Track student academic progress to ensure completion of graduation requirements.
  - b. Identify at-risk students and communicate list to lead administrator.
2. Communication and Collaboration:
  - a. Serve as the main point of contact for graduation-related inquiries with all relevant staff members and parents.
  - b. Provide regular updates to lead administrator.
  - c. Work with community partners and organizations to offer additional resources.
3. Graduation Planning and Coordination:
  - a. Organize and oversee all aspects of the high school graduation ceremony.
  - b. Coordinate with vendors, staff, law enforcement, and administration for event logistics.
  - c. Communication with guidance to ensure all students meet the necessary criteria before participation in graduation events.
4. Compliance and Reporting:
  - a. Stay updated on state and district graduation policies and requirements.
  - b. Ensure students with special needs or unique circumstances receive necessary accommodations.
5. Adhere to the Graduation "To-Do List" created by administrative staff.
6. Coordinate coverage for employee absences.
7. Adhere to related Federal laws, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations.
8. Perform such other tasks within the scope of certification as may be required by administration.

**ESSENTIAL SKILLS/ABILITIES**

1. Strong organizational, leadership, management, communication, and interpersonal skills essential for effectively coordinating graduation activities and collaborating with students, staff, and external partners.
2. Knowledge, experience, and understanding of graduation programming and event scheduling.
3. Attention to detail with a focus on thoroughness and quality.
4. High integrity and ethical standards.

5. Knowledge of computer and software programs.
6. Regular attendance.
7. Ability to attend and preside over lectures and meetings.
8. Ability to traverse school facility and grounds.

#### **REPORTS TO**

Principal/Lead administrator responsible for graduation.

#### **TERMS OF EMPLOYMENT**

As per CREA contract (Extra contract pay schedule).

#### **EVALUATION**

Performance of the job will be evaluated by the Principal/ Lead administrator responsible for graduation.

\*This job description is subject to change at any time.

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APPROVED BY:	<b>Cumberland Regional Board of Education</b>
DATED:	<b>February 26, 2025</b>