

Liberty Union High School District

GRADUATES OF DISTINCTION COORDINATOR

Job Responsibilities

1. Attend committee meetings.
2. Assist in publicizing “Graduates of Distinction Program.”
3. Assist in developing and ordering brochures and awards for event.
4. Assist in organizing and planning “Graduates of Distinction Day.” Attendance to this event is mandatory.
5. Assist in notifying past and newly selected honorees of date, time and schedule of “Graduates of Distinction Day.”
6. Coordinating the involvement of past honorees in Homecoming at both sites.
7. Assist in soliciting donations.
8. Assist in developing new forms as needed and updating current forms.
9. Assist in the recruitment of potential candidates
10. Other related duties.