

YEARBOOK ADVISOR

Certificated Salary Schedule - Stipend

DEFINITION

Under the direction of the school Principal, the Yearbook Advisor is responsible to teach all aspects of yearbook publication, and for editing and supervising the production of the yearbook. The Yearbook Advisor will supervise and coordinate the preparation, marketing, and distribution of a quality yearbook.

OVERALL RESPONSIBILITIES

There are a wide variety of responsibilities which come with being the Yearbook Advisor. The list below is not inclusive of all responsibilities, but is a general overview of expectations for the position.

EXAMPLES OF DUTIES

- Meet with site Principal to review goals for the yearbook
- Prepare yearbook for publication
- Work with publisher to create a budget, deadlines, production schedule, payment options, etc.
- Teach journalistic skills (photography, layout copywriting, etc.)
- Implement yearbook sales drive and solicit sponsorships to local businesses and parents
- Manage production schedules and meet publisher deadlines
- Edit and proofread all articles and advertisements
- Submit the theme, story, and photo ideas for yearbook to site Principal prior to production; obtain approval from site Principal for yearbook spreads prior to printing
- Responsible for yearbook staff in the performance of their duties
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned
- Schedule, coordinate, and supervise all fundraising projects and follow fundraising policies
- Maintain accurate financial records regarding fundraising activities, and deposit fundraising monies and receipts into the ASB account or with designated treasurer
- Respond to routine questions and requests in an appropriate manner
- Make tactful and diplomatic contacts with the public
- Maintain respect at all times for confidential information, e.g. student records, etc.
- Ensure safety of students
- Work with other school clubs and organizations with regards to calendar schedule

DESIREABLE QUALIFICATION:

The Yearbook Advisor must be proficient in spelling, proofreading, and the correct use of grammar; and engage in effective, active listening skills.

Ability to:

- Serve as a role model for students
- Plan, organize, and coordinate school events
- Work effectively with large and small groups
- Communicate ideas and directions clearly and effectively both orally and in writing
- Interact with the Superintendent and/or school committees and present information when requested

Experience:

Work experience involving contact with children in an educational setting.

Education:

Valid California Teaching Credential

Incorporated within one or more of the following previously mentioned essential functions of this job description are the following essential requirements:

- | | | | |
|---------------|------------------------|------------------|------------------------|
| 1. Seldom | = Less than 25 percent | 3. Often | = 51-75 percent |
| 2. Occasional | = 25-50 percent | 4. Very Frequent | = 76 percent and above |
-
- | | |
|----------|--|
| <u>2</u> | a. Ability to sit for extended periods of time. |
| <u>2</u> | b. Ability to stand for extended periods of time and ascend and descend steps. |
| <u>4</u> | c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students. |
| <u>4</u> | d. Ability to hear and understand speech at normal levels. |
| <u>4</u> | e. Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | f. Ability to bend and twist, kneel and stoop. |
| <u>1</u> | g. Ability to lift 50 lbs. |
| <u>1</u> | h. Ability to carry 50 lbs. |
| <u>1</u> | i. Ability to reach all directions. |