

YEARBOOK ADVISOR

REPORTS TO: Principal

SALARY: See salary schedule

QUALIFICATIONS:

1. Must be computer literate.
2. Preference for individual at school site.

DUTIES/RESPONSIBILITIES:

1. Work with Principal and yearbook staff in production of school's yearbook including but not limited to:
 - Deciding upon a yearbook publishing company.
 - Choosing a professional photography
 - Determining publish date, and delivery dates for vendor and to students
2. Supervise meetings of yearbook staff.
3. Plan and supervise photography for the yearbook including school activities.
4. Supervise meetings of yearbook staff.
5. Must write and/or supervise writing of captions and text, including student's names and titles/labels for pictures.
6. Assist yearbook staff with designing, drawing, and editing layout and photographs.
7. Assist that yearbook gets to publisher in a timely manner.
8. Check yearbook proofs, from publisher, make necessary corrections and return to publisher.
9. Responsible for coordinating/supervising advertisement of yearbook sales, handle sales and receipts, and pay all bills through the proper channels and accounting functions.
10. Coordinate distribution of the yearbook.
11. See increased student involvement.