

**TITLE:** Yearbook Advisor

- QUALIFICATIONS:**
1. Florida teaching certificate.
  2. Current employee of the school district.
  3. Must have experience in organizing and working with various sized groups.
  4. Must be able to communicate effectively orally and through written correspondence and reports.
  5. Must be able to provide own transportation to perform job responsibilities.
  6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal/Director or designee

**JOB GOALS:** To produce a yearbook reflecting school and community standards.

**ESSENTIAL FUNCTIONS:**

1. Coordinates all yearbook activities with the principal.
2. Establishes guidelines and criteria for the selection of staff.
3. Advises students in the preparation of layout and copy.
4. Supervises all yearbook staff meetings and related activities.
5. Assists with the bidding process and in selecting a publishing company.
6. Schedules and facilitates photography for the yearbook.
7. Supervises all copy and photography selections for appropriateness and accuracy.
8. Be responsible for meeting yearbook deadlines for publication and distribution.
9. Assists students in the preparation and monitoring of a yearbook budget, including sale of books, pictures, and advertising as established by school accounting procedures.

**OTHER RESPONSIBILITIES:**

1. Performs related work as required (Note: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.)
2. Adheres to school district policies and procedures.
3. Supervises students after school hours when needed.

**PHYSICAL REQUIREMENTS:**

This position requires exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Dates for work year based on the district's school calendar. Work year will be 196 days and a supplement to be determined by Schedule B of the Teacher/District Contract.

**ASSESSMENT:**

The principal/director or designee will assess the effectiveness of the advisor annually with respect to performance of essential functions.

Adopted: 05-30-2002