

REPORTS TO:	Building Principal
CLASSIFICATION:	Certified
FLSA STATUS:	Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of extra-duty staff.

JOB SUMMARY

In accordance with district policies and procedures, the yearbook sponsor is responsible for editing and supervising the publication of the yearbook. He/she is responsible to teach students about all aspects of yearbook publication.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Prepares yearbook for publication.
2. Works with publisher to create a budget, deadlines, production schedule, payment options, etc.
3. Teaches journalistic skills (photography, layout, copywriting, etc.).
4. Implements yearbook sales drive.
5. Assigns coverage of all facets of the year at WHS.
6. Monitors student coverage of events.
7. Trains students to sell sponsorships to local businesses and parents.
8. Manages production schedules and meets publisher deadlines.
9. Finalizes book after conclusion of school year to cover spring events.
10. Edits and proofreads all articles and advertisements.
11. Meets with Building Principal to review goals for the yearbook.
12. Responsible for yearbook staff in the performance of their duties
13. Complies with federal and state laws and Board of Education policies.
14. Submits to building principal the theme, story, and photo ideas prior to production. Obtains principal's approval for yearbook spreads prior to printing.
15. Submits to building principal a year-end report including the following information:
 - a. List of members
 - b. Awards and honors received
 - c. Summary of season
 - d. Recommendations for improvement (when necessary)
16. Controls the storage and use of school-owned equipment and materials; makes minor adjustments and requests repairs to equipment as required.
17. Orders all supplies and materials necessary for the yearbook activities in accordance with established district procedures and budget allocations.
18. Plans and uses appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
19. Creates an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
20. Other duties as assigned by the principal or other administrative staff.

QUALIFICATION REQUIREMENTS: *The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.*

SUPERVISORY RESPONSIBILITIES

Volunteers and students involved in assigned activities.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. Valid Missouri Teaching Certificate
2. Minimum of three (3) years teaching experience
3. Current certificated staff member
4. Demonstrated skills in graphic arts, photography, and a variety of writing styles.
5. Proficient in the use of desktop publishing software
6. Proficient in spelling, proofreading, and the correct use of grammar
7. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
8. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Strong communication, public relation, and interpersonal skills.
2. Ability to write reports and correspondence consistent with the duties of this position.
3. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
4. Ability to read, analyze, and interpret information.
5. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
6. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret a variety of information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
7. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
8. Ability to work independently with minimum supervision.

- 9. Ability to use independent judgment and demonstrates initiative to act without being asked.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The demands of an extended workday (games, events, etc.) require a high level of physical endurance.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. The work environment may vary from extremely cold to extremely hot depending on the activity and the season of the year. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature	Date	Supervisor's Signature	Date
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