

## **JOB DESCRIPTION**

**DEPARTMENT:** EDUCATION SERVICES

**JOB TITLE:** YEARBOOK ADVISOR

**REQUIREMENTS:**

- A. Education Level:** Bachelor's degree in education with journalism certification
- B. Experience Desired:** Yearbook experience in high school or college, previous experience as yearbook advisor preferred.
- C. Physical Requirements:** This position requires constant hand-eye and mind-eye coordination, hearing ; intermittent repetitive motions with the wrists, hands and fingers, sitting, walking, and keyboarding. The position requires frequent lifting, bending, stooping, pulling, speaking, turning, grasping and carrying.
- D. Other Requirements:** Knowledge of photography, layout and design.

**REPORTS TO:** Principal

**RECEIVES GUIDANCE FROM:** Principal  
Other Yearbook Advisors

**DATE:** Revised August 1998

**ESSENTIAL FUNCTIONS AND DUTIES:**

1. Supervises all aspects of yearbook production including:
  - layout and design
  - copy
  - photography
  - publicity
  - sales
  - distribution
2. Performs other duties as assigned by principals

**WORKING CONDITIONS:**

**A. Inside**

**Outside**

**Both**  
**XXX**

**B. Climatic Environment:**

Some District classrooms and work areas are not climate controlled and are subject to extremes of temperature and humidity.

**C. Hazards:**

For some buildings, stairs, chalkdust and exposure to communicable diseases may be a potential hazard. Travel will cause exposure to hazardous driving and walking conditions. Exposure to darkroom chemicals.

**D. Work Year**

Extra duty/extra pay positions are for a fiscal year (July 1-June 30). Duties of the position may be performed any time during that time period depending upon the position/season.

**I have read and understand this job description and can fulfill the essential functions as listed.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

YrBkAd