

JOB DESCRIPTION

DEPARTMENT: EDUCATION SERVICES

JOB TITLE: YEARBOOK ASSISTANT

REQUIREMENTS:

A. Education Level:

Bachelor's degree in education with an emphasis in art or journalism.

B. Experience Desired:

Previous experience as yearbook advisor or assistant 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, design elements and layout.

REPORTS TO:

Principal
Yearbook Advisor

RECEIVES GUIDANCE FROM:

Principal
Other Yearbook Advisors

DATE:

Revised August 1998

ESSENTIAL FUNCTIONS AND DUTIES:

1. Supervises all aspects of yearbook production in a classroom setting:
 - 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

YrBkAst