



Round Lake Area Schools Community Unit School District #116

JOB ASSIGNMENT TITLE

High School Yearbook Advisor

EXTRACURRICULAR SCHEDULE

Appendix B
Yearbook Advisor*
Category 8
Also teaches a class

DIVISION/DEPARTMENT

Teaching and Learning

REPORTS TO:

This job assignment receives administrative direction from the Principal or other building administrator as assigned.

SUMMARY OF ASSIGNMENT

This job assignment is accountable for organizing and supervising all aspects of the high school yearbook production including associated fund-raising, teaching basic journalism skills, proofreading, and accounting.

MINIMUM EDUCATION AND EXPERIENCE

1. Possession of a Bachelor's degree from an accredited university or college.
2. Employment in this class is conditional upon possession of a valid Illinois State Board of Education teaching certificate appropriate to the teaching assignment.
3. Incumbents in this class may be required to possess and retain a current Illinois Motor Vehicle operator's license.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Considerable knowledge of yearbook design;
2. Knowledge of media law and ethics;
3. Knowledge of the State, Federal and School Board Policies and Regulations regarding student conduct and appropriate disciplinary action;
4. Accounting/spelling and proofreading skills;
5. Advanced computer/word processing skills, Adobe In Design, Adobe Photoshop, Microsoft Excel, Quicken;
6. Effective, active listening skills;
7. Journalism skills;
8. Marketing skills;
9. Organizational and problem-solving skills;
10. Photography skills, including digital;
11. Ability to communicate ideas and directives clearly and effectively both orally and in writing;
12. Ability and availability to work during assigned hours;

- 13. Leadership ability;
- 14. Ability to work with individuals from diverse backgrounds

ESSENTIAL FUNCTIONS

The following identifies the primary and essential functions of the assignment and is not intended to be an exhaustive listing of all duties.

- 1. Assists in the selection of student staff members for yearbook;
- 2. Coordinates all aspects involved in publication of school yearbook;
- 3. Coordinates and oversees all pictures including senior portraits, athletic, underclass picture day, athletic, club, and all other activities;
- 4. Coordinates writing, editing, proofreading, and layout activities;
- 5. Ensures delivery of annual copy for printing;
- 6. Ensures safety of students;
- 7. Ensures timely distribution of all materials;
- 8. Instructs students in journalism style, proofreading, editing, layout, design, and sales;
- 9. Interacts in a positive manner with staff, students, and parents;
- 10. Maintains respect at all times for confidential information;
- 11. Makes contact with the public with tact and diplomacy;
- 12. Oversees proofreading, layout, design, and sales of yearbook;
- 13. Promotes good public relations by personal appearance, attitude, and conversation;
- 14. Responds to routine questions and requests in a timely, appropriate manner;
- 15. Serves as a role model for students;
- 16. Serves as editor-in-chief;
- 17. Supervises student members throughout entire production process;
- 18. Performs other related duties as required.

PHYSICAL AND MENTAL REQUIREMENTS

Individuals appointed to these assignments must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the assignment.

JOB ASSIGNMENT AGREEMENT

I, the undersigned, acknowledge that I have received, read, and understand the contents of the High School Yearbook Advisor job assignment description, and agree to complete all of the duties and responsibilities and job requirements contained therein.

I further acknowledge and understand that the District shall be unable to pay me for partially completed or late work or for work that does not meet the job assignment criteria as described by the Principal or District level administrator.

Employee Name (Print) _____ Date: _____

Employee Signature: _____

Employee Address: _____
 Street Name and Number

City/Town: _____ State: _____ Zip Code: _____

Work Phone: _____ Cell Phone: _____ Home Phone: _____

Work Email: _____ Personal Email: _____

School/Program Administrator Name (Print): _____

School/Program Administrator Signature: _____

CERTIFICATION OF COMPLETION OF ASSIGNMENT

Instructions: This certification must be completed, signed, and forwarded to Human Resources no later than two (2) weeks following the successful completion of the assignment.

This is to certify that I, the undersigned, successfully completed the above-referenced assignment as of _____ (Specify date).

Employee Name (Print) _____ Date: _____

Employee Signature: _____

School/Program Administrator Name (Print): _____

School/Program Administrator Signature: _____

Prepared on: September 27, 2012

Updated on: February 6, 2013