

**TITLE:** Yearbook Advisor (High School & Middle School)

**PURPOSE:** Responsible for all aspects of the production and sale of the school yearbook. The advisor is to recruit, train, and supervise the student committee.

**QUALIFICATIONS:**

1. Bachelor's degree from an accredited college/university
2. Current Illinois State Teaching License
3. Must be a member of building teaching staff
4. Demonstrates organizational ability and skill in interpersonal relations
5. Communicate effectively with all members of the school district and community

**REPORTS TO:** Building Administration

**DUTIES & RESPONSIBILITIES:**

*(The following are the essential fundamentals to include but not limited to the following job duties.)*

1. Ensure all students are in custody of parent/guardian prior to leaving a scheduled event.
2. Coordinate and supervise all National Honor Society activities.
3. Ensure that information about the yearbook is available to parents and students.
4. Communicate with photographer on deadline dates.
5. Obtain activity, clubs, and sporting team photos
6. Work with students on yearbook pages. Ensure that all deadlines are met.
7. Arrange for delivery and pick-up of yearbook materials.
8. Keep financial records of yearbook expenses, and fundraisers.
9. All meetings are held outside the student attendance hours.
10. Coordinate distribution of books to students.

**TERMS:**

Salary to be based upon Schedule B of collective negotiation bargaining.

**EVALUATION:**

This position is evaluated annually by the principal using the categories listed in the job description.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to use repetitive hand motions, including prolonged use of a computer terminal. The employee is frequently required to sit, see, talk, and hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 20 pounds.

Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus with or without correction.

Hear in the normal audio range with or without correction.

**MENTAL DEMANDS:**

While performing the duties of this job, the employee regularly is required to compare, analyze, communicate, coordinate, instruct, synthesize, evaluate, use interpersonal skills, compile, and negotiate. The employee frequently is required to compute. The employee occasionally is required to copy.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate. The job is performed under minimal temperature variations and a generally hazard free environment.

Decatur Public Schools is an equal employment opportunity employer with an affirmative action plan.