



NORTH ALLEGHENY SCHOOL DISTRICT

JOB PROFILE: Non-Athletic: Yearbook Sponsor

Reports to: Building Principal

Classification: Supplemental

Hours/Day: Varies

Type/Days/Year: All Year

Purpose/Summary

In concert with the building principal, the yearbook sponsor supervises, directs, and coordinates all activities of the yearbook staff. The sponsor oversees all the duties necessary for publishing the yearbook.

Essential Duties and Responsibilities

- Supervises, directs, and coordinates all activities of the yearbook staff in conjunction with the building principal.
- Along with the building principal, chooses a publishing company.
- Chooses student editors and yearbook staff members in May of the preceding year, based upon grades and recommendations.
- Provides guidance for yearbook staff in choosing a theme, submitting for approval by the building principal, organizes theme and coordinates the timely completion of yearbook activities for the year.
- Supervises, organizes, and timely coordinates all yearbook functions, including layout, cropping, labeling, identifying pictures, scheduling, and distributing senior pictures (with activities director), proofreading, and all other tasks necessary for publication, sale, and distribution of yearbook.
- Works with the business editor to organize and coordinate solicitation of sponsorships and contributions, as well as advertisement and sale of the yearbook by students.
- Accountable for all yearbook funds and financial accounts at the end of the year, including submission of final report to the building principal.
- Carries out responsibilities in accordance with the organization's policies, practices, and applicable laws.
- Conducts other duties as assigned by the building principal.

Education and/or Experience

Bachelor's Degree required.

Certifications, Licenses, Registrations

- Child Abuse History Clearance
- PA Criminal Record Check
- FBI Fingerprint Clearance
- Act 126: Mandated Reporter of Child Abuse Training through approved provider established by the Pennsylvania Department of Education
- Act 168: Sexual Misconduct Abuse Disclosure Release

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge and Abilities

Language Skills – Must possess the ability to use the language in both oral and written form. Be able to communicate information and ideas clearly so others will understand. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Ability to read, analyze and interpret information in order to effectively communicate with the yearbook staff, Parents, and the Community.

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Technology Skills – Demonstrated knowledge of current office technology devices, applications, programs, and systems. Ability to coordinate and update technology resources in an organized and retrievable protocol.

Other Skills and Abilities

- Ability to motivate and maintain positive and effective work relationships with the yearbook staff, parents, and community.
- Understand and facilitate the diverse needs of various personality types and cultures.
- Demonstrate a behavior and demeanor which will serve as an appropriate model for young adults.
- Respond to community/parent inquiries and maintain a positive and proactive response to community members.
- Serve as a representative of the school and must possess the skills of discretion, confidentiality, flexibility, and adaptability to change.
- Possess imagination, patience, creativity, sound judgment, and logical reasoning.
- Maintain high emotional energy.

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. This position is considered to be a **SEDENTARY** Physical Demand Characteristic of Work position according to the physical demands strength rating of the Dictionary of Occupation Title, Fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primary Work Location

Office Environment	Shop
Classroom	Vehicle
Outdoors	Travel

Sedentary (S)	Light (L)	Medium (M)	Heavy (H)	Very Heavy (V)
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or requires frequent running or climbing.	Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up to 20-50 lbs. constantly.

Physical and Non-Physical Demands Key


C=Continuously	F=Frequently	O=Occasionally	R=Rarely	N=Never
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.
Standing	O	Crawling		N
Sitting	F	Bending		R
Walking	F	Twisting		R
Lifting	R	Climbing		R
Carrying	R	Balancing		R
Pushing/Pulling	R	Vision		C
Reaching	R	Hearing		C

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Handling	R	Talking	C
Fine Dexterity	C	Foot Controls	F
Kneeling	R	Other (specify)	
Crouching	R	Other (specify)	
Time pressures	F	Working closely w/ others- Teamwork	C
Emergency situations	R	Tedious or exacting work	R
Frequent change of tasks	O	Noisy or distracting environment	R
Irregular work schedule/Overtime	R	Multi-building travel to work area	N
Simultaneous multiple tasks	F	Other (specify):	

The information contained in this job description is for compliance with the American 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 individuals currently holding this position and additional duties may be assigned.

Director of Human Resources Signature	
Date of Approval	1/21/22

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