Tyler County Schools
P.O. Box 25
Middlebourne, WV 26149

ATTENTION: PROFESSIONAL PERSONNEL

NOTICE OF VACANCY

Posting Reference #76704

POSITION: Yearbook Advisor

LOCATION: Arthur I Boreman Elementary School

POSTING DATE: November 13, 2026

APPLICATION DEADLINE: November 20, 2026 at 11:59 p.m.

QUALIFICATIONS:

1. Be a full-time regular employee of the Tyler County Board of Education working at AI Boreman Elementary School.
2. Demonstrate good organizational skills.
3. Demonstrate good communication skills.
4. Be able to use the computer, Microsoft Office software, and e-mail clients.

RESPONSIBILITIES: See the attached job description.

TERMS OF EMPLOYMENT: The individual employed in this position will be awarded an extra-curricular contract annually.

COMPENSATION: Compensation will be $500.00 annually plus an annual increment of $50.00 per year for each year in this position.

PROCEDURES FOR APPLICATION:

All applicants must:

1.) Complete a Professional Position Bid Form that must be received prior to the deadline for application.
Bid forms are available at each school, at the board of education office, and online at http://www.tylercountypublicschools.com. Bid forms should be mailed, hand-delivered, or e-mailed to:

Tricia Feldmeier, Director of Human Resources
Tyler County Schools
P.O. Box 25
Middlebourne, WV 26149
e-mail: patricia.feldmeier@k12.wv.us

EQUAL EMPLOYMENT OPPORTUNITY:
Equal employment opportunity will be granted to all persons regardless of race, religion, color, sex, national origin, or handicapping conditions and no discrimination based upon such factors will be made in the salary, demotion, transfer, or termination of any employee.

TYLER COUNTY SCHOOLS
YEARBOOK ADVISOR – Boreman Elementary
JOB DESCRIPTION

QUALIFICATIONS:

- Be a full-time professional employee of the Tyler County Board of Education.
- Demonstrate good organizational skills.
- Demonstrate good communication skills.
- Be able to use the computer, Microsoft Office software, and e-mail clients

RESPONSIBLE TO: The building principal.

PERFORMANCE RESPONSIBILITIES:

Yearbook Advisor:

1. Be responsible for all aspects of planning the yearbook, choosing a publisher, assembling materials, proofing, and approving the final draft of the AIB Yearbook annually.

2. Collaborate with staff members to gather information, pictures, etc.

3. Complete the final proof of the yearbook prior to shipping to the publisher.

4. Be responsible for advertising the availability of the AIB yearbook to the students, staff, and public.

5. Be responsible for maintaining accurate fiscal records annually and preparing those records for annual audit.

6. Be responsible for gathering orders from students, collecting and documenting payment for orders placed, and timely depositing funds with the school secretary.

7. Perform other reasonable job-related duties as directed by the building principal.