

Wyalusing Area School District

Job Description

Job Title: Yearbook Advisor	Location: High School
Salary Grade: As Per CBA	Classification: Supplemental
Date: May 2023	Reports to: High School Principal

Job Summary:

- Provide students an organized opportunity for exposure to a shared interest in publication, photography, and journalism. The advisor will provide oversight to all aspects of the extra-curricular group.

Essential Functions:

- Direct and coordinate supervision of the yearbook team.
- Actively seek students to participate in the organization.
- Work closely with elected yearbook officers and editors to make decisions about the club and yearbook.
- Supervise and advise students as they design, edit, and submit the yearbook.
- Communicate with yearbook rep and company about the deadlines, specifications, etc.
- Work with the school photographer to schedule and plan school photos, etc.
- Raise funds for the group via fundraisers and yearbook advertisement sales.
- Teach students about proper techniques for taking photos.
- Assist with taking photos at school functions.

Financial Responsibilities:

- Coordinate and oversee all financial and accounting needs related to the organization and position, as appropriate.
- Ensure all monies are processed within the established timelines, as outlined by the District Office.
- Adhere to the financial principles of the District.

Other:

- Perform other duties as assigned related to the position.

Competencies:

- Strong verbal, interpersonal, and written expression skills.
- Effective colleague, parent, and student communication skills.
- Problem-solving skills and technology proficiency.

Education and Experience:

- Relevant knowledge related to the position.

Additional Requirements:

- Must demonstrate extreme flexibility, provide excellent communication, and follow directives issued by supervisor.

Approvals/ Additional Supervisors: Superintendent of Schools