

OXNARD UNION HIGH SCHOOL DISTRICT

YEARBOOK ADVISOR

BRIEF DESCRIPTION OF POSITION:

The Yearbook Advisor shall, under the direction of the Principal and the immediate supervision of the Assistant Principal, annually produces the school yearbook.

MAJOR DUTIES AND RESPONSIBILITIES:

- a. Trains the yearbook staff.
- b. Maintains production schedules.
- c. Oversees the content of the yearbook so that it represents a balanced picture of the school and the community.
- d. Maintains communication with the yearbook printing company.
- e. Maintains communication with the contracted photography company.
- f. Selects appropriate themes for the yearbook each year.
- g. Stays within budget limitations

OTHER DUTIES AND RESPONSIBILITIES

- a. Oversees the sale of advertisements (where applicable).
- b. Arranges for the sale of the yearbook.
- c. Arranges for the distribution of the yearbook.
- d. Informs the Director of Student Activities of calendar events.

EXTRA DUTY PAY

The Yearbook Advisor's pay shall be based on the extra duty rate of pay stated in the current certificated contract.