

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Yearbook Advisor

HOURS: Before, during and after school hours

QUALIFICATIONS:

1. Possession of a teaching certificate in the State of Iowa
2. Journalism Degree

REPORTS TO: High School Principal

JOB GOAL: To produce a quality yearbook including all students, faculty, staff and all extracurricular activity programs at North Scott High School

PERFORMANCE EXPECTATIONS:

1. Supervise student writing and organization of the North Scott Yearbook
2. Supervise photo's and production of the North Scott Yearbook
3. Publish the North Scott Yearbook

PERFORMANCE RESPONSIBILITIES:

1. Organize coverage of school events
2. Make photo assignments and follow up with students work
3. Attend other school events as needed
4. Edit student produced layout for acceptance by the yearbook publisher
5. Proof all pages for format, photo labeling, spelling and grammer
6. Meet deadlines set by the yearbook publisher
7. Trouble shoot problems with Quark and other programs
8. Distribute yearbook at end of school year
9. Ensure 100% student participation
10. Other duties as assigned

TERMS OF EMPLOYMENT: Ten month year. All working conditions are contained within the master agreement between the Board of Directors and the North Scott Education Association.

EVALUATION: This position will be evaluated using a district-approved evaluation procedure, i.e. teacher, classified, etc.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____
(Incumbent)

4/3/03