



SUPPLEMENTAL

ACADEMIC SPONSOR - YEARBOOK

JOB DESCRIPTION

JOB TITLE: Academic Sponsor - Yearbook
REPORTS TO: Principal
LOCATION: Secondary School
AVAILABLE: 1 per location

FLSA STATUS: Supplemental
PAY GRADE: SUP-03 (HS) SUP-04 (MS)
ASSIGNMENT: One Year with Application
JOB ID & DATE: SUP-32 | October 2023

JOB PURPOSE SUMMARY

The Yearbook Sponsor plays a pivotal role in overseeing the creation and publication of the school's yearbook. The individual will provide guidance, leadership, and inspiration to students involved in yearbook production, ensuring the creation of an appropriate keepsake that captures the memories and spirit of the school year.

REQUIREMENTS | SKILLS

Education Level | Licensure | Work Experience

See Primary Job Description.

Graphic design experience preferred

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinate and oversee all aspects of yearbook production, from concept to publication.
- Manage the yearbook team, assigning roles and responsibilities to students involved in the creation process.
- Provide guidance on theme development, layout design, and content selection, ensuring the yearbook reflects the unique character and highlights of the school year.
- Collaborate with students and staff to gather high-quality photographs, artwork, and written content for the yearbook.
- Ensure appropriate permissions are obtained for the use of student images and content.
- Oversee the creation of page layouts, graphic design, and typography, working with yearbook staff to maintain a cohesive and aesthetically pleasing design.
- Work with external vendors, printers, and publishers to manage the production and distribution of the yearbook.
- Ensure the yearbook is completed within established timelines.
- Develop and execute fundraising strategies to cover yearbook production costs.
- Manage the yearbook budget, including expenses for materials, printing, and distribution.

- Conduct thorough proofreading and quality checks to maintain the highest editorial standards and accuracy in the yearbook.
- Foster a positive and collaborative team environment, encouraging students to take on leadership roles and develop their skills in photography, design, and journalism.
- Maintain open communication with students, parents, and school administration regarding yearbook progress, deadlines, and distribution.
- Offer training sessions and workshops to enhance yearbook staff members' skills in photography, design, journalism, and yearbook production.
- Act as a mentor and advisor to students, helping them develop skills in journalism, photography, graphic design, teamwork, and leadership.