Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **Middle School/High School Yearbook Advisor**
Department: Assigned School Site
Reports to: School Site Administration

SUMMARY:
Under the direction of the Site Administration, the Yearbook Advisor shall oversee the creation, publication, and distribution of the school yearbook.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists School Counselor and Administration with promotion of enrollment in yearbook class and selection of students to participate in the class
- Oversees Yearbook budget to ensure the class and account is fiscally responsible. This includes setting an appropriate yearbook purchase cost and creating a sponsorship plan to help decrease the overall cost of the publication
- Thoroughly reviews all elements and components of the yearbook to ensure that all content is appropriate for school, to eliminate spelling and grammatical errors, to ensure that all students are included to the extent possible, and to ensure the end product is one that the entire school community can reflect on with pride and where all in the school community feel represented
- Works with the yearbook vendor to create a timeline for deadlines that is reasonable, and ensures that all timelines are met
- Works with vendor to order the appropriate number of books to avoid both overages and shortages
- Works with class to create a yearbook theme that is relevant, engaging, and appropriate
- Provides students with the technological capacity to create, edit, and submit pages/work to the vendor appropriately
- Promotes information about the yearbook, including sales, sponsorship opportunities, etc, through multiple methods including email, newsletters, social media, and on-campus promotions/advertisements
- Other appropriate duties as determined with School Administration

QUALIFICATION REQUIREMENTS:
Must be able to perform each essential duty listed above in a positive and professional manner. Technology skills in line with digital photography and publications required.

EDUCATION AND/OR EXPERIENCE:
College degree and valid California Teaching Credential required. High School and/or experience with yearbook and/or photography/digital media strongly preferred.

LANGUAGE SKILLS:
Ability to read and comprehend instructions, short correspondence and memos. Ability to write simple correspondence in Standard English. Ability to listen well. Ability to effectively present information in Standard English. Ability to communicate with parents, students, and site staff.

MATHEMATICAL SKILLS:
Basic arithmetic skills in connection with keeping a balanced budget and processing invoices, orders, etc. Ability to apply concepts of basic algebra and geometry. Ability to do accounting in line with guidance from student body accounting procedures and best practices.