Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **Elementary Yearbook Advisor**
Department: Assigned School Site
Reports to: School Site Administration

SUMMARY:
Under the direction of the Site Administration, overseen production and distribution of a school yearbook.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Identify appropriate yearbook vendor and work with vendor representatives to determine timelines, costs, and other parameters of yearbook creation
- Work with school photographer to facilitate inclusion of school photos in yearbook
- Works with vendor and photographer in utilizing a digital platform to add photographs and text for yearbook creation
- Meet all timelines/deadlines as set by vendor for yearbook to be complete and ready for distribution prior to end of school year
- If school has a Student Body Association, work with Student Body Advisor to gain student voice in yearbook presentation
- If appropriate, supervise student- based “Yearbook Club” to help with yearbook creation and production
- Promote sales of yearbook through multiple venues, including email, newsletters, social media, and on-campus advertising
- Oversight of a yearbook budget that is fiscally responsible, including seeking out sponsorship opportunities
- In collaboration with School Administration, create a system for distribution that is efficient and effective
- Other appropriate duties as determine with School Administration

QUALIFICATION REQUIREMENTS:
Must be able to perform each essential duty listed above in a positive and professional manner.

EDUCATION AND/OR EXPERIENCE:
College degree and valid California Teaching Credential required.

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.