
YEARBOOK ADVISOR ELEMENTARY

Job Description:

Supervise the production of a yearbook for the school. Manage the collection of yearbook content, production of the finished copy, and manage the finances generated by the sale of yearbooks.

Qualifications:

1. Member of the staff of the school for which the yearbook is to be prepared.
2. Some knowledge of photography, graphic layout, use of digital cameras, computers and publication software.
3. Ability to accurately proofread text, meet deadlines, and maintain an expectation of good-quality work on the part of students.

Typical Duties:

1. Create, distribute and review yearbook applications for the yearbook staff and accept students for the year to work on the yearbook.
2. Meet once weekly with the yearbook staff kids to create and assemble the yearbook. This time will be generally outside the school day.
3. Attend various events to gather team pictures, assembly pictures, class events, school-wide events, staff photos, etc.
4. Purchase yearbook supplies such as photo paper, tape, receipts, ink, etc.
5. Download digital photos, make adjustments as necessary and print for use in assembling the yearbook.
6. Complete paperwork, choose a cover and contract with a yearbook company to publish the yearbook. Be in contact throughout the year with the company in regards to deadlines, yearbook needs, special orders, etc.
7. Collect yearbook orders, receipt each order received and track who ordered a yearbook for distribution at the end of the year.
8. Complete special pages that the students may not complete (such as 8th grade baby picture pages, parent wish pages, etc.) This is done outside of the yearbook staff meeting times.
9. Work with school staff on site to collect pictures that may pertain to specific events at their grade level.
10. Ship the completed yearbook to the publisher.
11. Distribute the yearbook when it arrives to all students and staff who ordered.
12. Ensure that a yearbook budget is developed and maintained; financial records are accurate, complete and maintained as required by site administrator's all bills are paid.
13. Follow established policies and procedures with site administrator regarding fundraising, bank deposits and purchases

Immediate supervisor:

Assignment: School Year

Salary: Stipend schedule