
YEARBOOK ADVISOR

HIGH SCHOOL

Job Description

The Yearbook Advisor is responsible for all aspects of the production and sale of the high school yearbook. The advisor is to recruit, train, and supervise the student staff and monitor the financial records and activities of the program.

Qualifications

1. Member of the high school staff.
2. Some knowledge of photography, graphic layouts, use of digital cameras, computers and publication software.
3. Demonstrated ability to accurately proofread text, meet deadlines, and maintain an expectation of good-quality work on the part of the students.
4. Demonstrated ability to motivate students and develop a positive rapport.

Typical Duties

1. Ensure that information about the yearbook is available to parents and students at high school registration.
2. Contact photographer with the dates of registration.
3. Work with photographer to provide opportunities for seniors to schedule portrait.
4. Schedule make-up picture dates with photographer.
5. Work with school photographer to arrange senior panoramic photo, action sports photos, sports team photos, and the photographing of special events such as Powder-puff, Homecoming, and Winter Formal.
6. Work with students on their yearbook pages. Ensure that all deadlines are met.
7. Take necessary steps to ensure that technology is properly and efficiently used to produce the yearbook and meet all deadlines.
8. Arrange for delivery and pick-up of yearbook materials.
9. Shop for all supplies needed by yearbook, (i.e. film, batteries, CDs, cameras).
10. Ensure that all supplies and photos are delivered on time.
11. Facilitate the sale of community business ads and senior "baby ads."
12. Keep financial records of yearbook and ad sales, expenses, and fundraisers.
13. Work with ASB bookkeeper to maintain an accurate list of yearbook payments and balances.
14. Organize the delivery and storage of yearbooks, arrange and/or provide transportation of yearbooks to distribution site.
15. Coordinate distribution of books to students.
16. Distribute yearbooks throughout the year as students pay balances and arrive to pick up their books.
17. Follow established policies and procedures with ASB bookkeeper regarding fundraising, bank deposits and purchases

Immediate supervisor:

Assignment: School Year

Salary: Stipend schedule