

North Monterey County Unified School District

POSITION DESCRIPTION

Position Title:	Yearbook Advisor - HS
Department:	N/A
Reports To:	Principal and/or Designee

SUMMARY:

Oversees the production, promotion, sale, and distribution of the yearbook and promotes academic enrichment as a vital aspect of the district's educational mission. Keeps the principal informed about emerging issues. It is expected that this role will empower the advisor with the ability to provide the students with an atmosphere in which each person is treated with respect and dignity, that opportunity is available to improve skill development, and there is a climate conducive to accumulation of knowledge through a cooperative learning experience. Through his/her conduct, the advisor will provide the expression of professional attributes and will serve as a positive role model for our students. The Yearbook Advisor will be evaluated annually by the administrator on his or her performance of duties.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

SAMPLE DUTIES AND RESPONSIBILITIES:

1. Evaluates and selects a yearbook vendor.
2. Works closely with the vendor to ensure a quality product and to meet publication deadlines.
3. Develops a budget and an outline of activities with key deadlines/dates for the principal's approval. Ensures that the program is self-sustaining except for financial support authorized by the board or administration. Requisitions program supplies and equipment.
4. Upholds board policies and follows administrative procedures.
5. Promotes a favorable image of the school district. Encourages community partnerships that enhance district programs and services.
6. Coordinates activities with the school calendar.
7. Promotes the proper use and care of school property.
8. Organizes a publisher's workshop for yearbook staff when needed.
9. Develops an equitable process to assign job responsibilities. Guides students in the development of their assignments.
10. Informs the principal about the selection of a student editor. Helps the editor with organizational functions (e.g., staff supervision, sales, financial management, record keeping, etc.).
11. Helps students develop a distinctive yearbook format. Provides guidance with layout, picture/artwork selection, writing styles, etc. Helps students with proofreading and editing functions.
12. Ensures that yearbook content is accurate and appropriate. Provides the principal an opportunity to review proof materials before publication.
13. Oversees the timely coordination of photography sessions.
14. Supervises the sale of advertising. Ensures that contractual obligations are fulfilled.
15. Supervises approved fund raising projects. Ensures that all financial activities are processed through the proper student activity account.
16. Oversees security and distribution procedures.
17. Provides guidance, communicates high expectations, and shows an active interest in student progress. Promotes academic success as an important priority for all students.

18. Maintains high standards and upholds the student conduct code.
19. Respects personal privacy. Maintains the confidentiality of privileged information.
20. Helps students manage yearbook communications.
21. Maintains accurate records and submits reports on time.
22. Promotes favorable recognition of program participants.
23. Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
24. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
25. Monitors innovations, evaluates activities, and recommends program improvements.
26. Accepts personal responsibility for decisions and conduct.
27. Strives to develop rapport and serve as a positive role model for others.
28. Performs other specific job-related duties as directed.

QUALIFICATIONS/TRAINING/EXPERIENCE

1. Possession of a valid CA teaching credential or equivalent.
2. Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
3. Documentation of a clear criminal record.
4. Complies with drug-free workplace rules and board policies.
5. Demonstrated skills in graphic arts, photography, and a variety of writing styles.
6. Proficient in the use of desktop publishing software.
7. Proficient in spelling, proofreading, and the correct use of grammar.
8. Successful completion of all pre-requisite training for advisors by the North Monterey County Unified School District.
9. Understanding of the principles of student growth, development, and learning, and of how to promote a positive co-curricular program.
10. Positive leadership ability.
11. Determination to develop the best possible educational and co-curricular programs for all students; embracing diversity.
12. Oral and written skills.
13. Interpersonal skills using tact, patience and courtesy.
14. Has the ability to organize, direct, and supervise a total co-curricular program.
15. Has substantial knowledge of the technical aspects of the related activity and is willing to examine new theories and procedures important to the field.
16. Must possess effective leadership techniques and skills.
17. Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.
18. Valid California Driver's License and a signed DMV pull notice authorization prior to driving a district vehicle.

DESIRABLE QUALIFICATIONS

1. Demonstrates professionalism and contributes to a positive work environment.
2. Organizes tasks and manages time effectively.
3. Skillfully manages individual, group, and organizational interactions.
4. Effectively uses verbal, nonverbal, writing, and listening skills.
5. Averts problem situations and intervenes to resolve conflicts.
6. Exhibits consistency, resourcefulness, and resilience.
7. Exercises self-control and perseverance when dealing with students.
8. Completes paperwork accurately. Verifies and correctly enters data.
9. Maintains an acceptable attendance record and is punctual.

10. Plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties. Sensitivity to characteristics and needs of all children.
11. Ability to manage budget and equipment/materials.
12. Ability to implement policy and regulations.
13. Collaborative and problem solving orientation.
14. Strategic and analytical thinking skills and the ability to apply deductive reasoning and draw conclusions in order to solve problems and facilitate the decision-making processes.

WORKING CONDITIONS

Mental Demands: problem solving, flexibility, evaluating, organizing, consulting, planning, coordinating, implementing, and presenting Duties may require prolonged use of a computer keyboard and monitor.

Duties may require working extended hours. Duties may require working under time constraints to meet deadlines.

Physical Demands: sitting, standing, walking, writing, talking, and demonstrating, ability to carry up to 50 pounds on an intermittent basis

Environmental Conditions: inside, outside, working with students

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.

Board Approved: July 21, 2016