

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title:	YEARBOOK ADVISOR	File 415
Reports to:	Principal	
Job Objectives:	Oversees the production, promotion, sale, and distribution of the yearbook. Promotes academic enrichment as a vital aspect of the district's educational mission. Keeps the principal informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">· Valid Ohio teacher's license or certificate appropriate for the assignment.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· Documentation of a clear criminal record.· Complies with drug-free workplace rules and board policies.· Demonstrated skills in graphic arts, photography, and a variety of writing styles.· Proficient in the use of desktop publishing software.· Proficient in spelling, proofreading, and the correct use of grammar.· Meets all prerequisite qualifications to be bonded.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Evaluates and selects a yearbook vendor. Works closely with the vendor to ensure a quality product and to meet publication deadlines.· Develops a budget and an outline of activities 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.· Upholds board policies and follows administrative procedures.· Promotes a favorable image of the school district. Encourages community partnerships that enhance district programs and services.· Coordinates activities with the school calendar.· Promotes the proper use and care of school property.· Organizes a publisher's workshop for yearbook staff when needed.· Develops an equitable process to assign job responsibilities. Guides students in the development of their assignments.· 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.).· Helps students develop a distinctive yearbook format. Provides guidance with layout, picture/artwork selection, writing styles, etc. Helps students with proofreading and editing functions.· Ensures that yearbook content is accurate and appropriate. Provides the principal an opportunity to review proof materials before publication.· Oversees the timely coordination of photography sessions.	

- Supervises the sale of advertising. Ensures that contractual obligations are fulfilled.
- Supervises approved fund raising projects. Ensures that all financial activities are processed through the proper student activity account.
- Oversees security and distribution procedures.
- Provides guidance, communicates high expectations, and shows an active interest in student progress. Promotes academic success as an important priority for all students.
- Maintains high standards and upholds the student conduct code.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Helps students manage yearbook communications.
- Maintains accurate records and submits reports on time.
- Promotes favorable recognition of program participants.
- Obtains permission to be away when duties conflict with other assigned duties.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
- Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Monitors innovations, evaluates activities, and recommends program improvements.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

Abilities The following characteristics and physical skills are important for the successful performance of assigned duties.

Required:

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

Supervisory Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

Responsibility:

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- 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.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

Performance Evaluation: Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

No portion of this job description shall supersede the Master Agreement between the Amherst Teachers Association and the Amherst Exempted Village School District Board of Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.