

TITLE: Yearbook Production Advisor, High School

REPORTS TO: Building Principal

FAIR LABOR STANDARDS ACT (FLSA): Exempt. This position requires an extra-duty contract.

QUALIFICATIONS:

1. Submit to a criminal history check as required by the school district.
2. Be at least 21 years of age at the time of initial employment.
3. High School Diploma.
4. Knowledge of computers required.
5. Able to meet Monroe District Standards of Competent Performance.
6. Must be proficient in English both oral and written.
7. Such alternatives to the above qualifications as the Board find appropriate and acceptable.

JOB GOAL: Create and produce a published yearbook for distribution that reflects the students, the school and the community in a way that will hold important memories for all, long after their high school days are gone.

TIME FRAME:

Average 3 hours a week, depending on activities and events. Largest time blocks are around deadlines, the beginning and the end of the year to complete production.

ESSENTIAL JOB FUNCTIONS:

I. Personal Qualities:

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

II. General Duties:

1. Coordinate and communicate with the publishing company.
2. Attending events as needed to take photos.
3. Hosting the Yearbook Autograph event.
4. Editing and coordinating the finishing touches of the yearbook.
5. Submitting all of the individual pages, cover, etc.
6. Creating accounts for individual students within the program.
7. Uploading folders and fonts for the individual students as needed.
8. Completing the yearbook at the end of the year after school is out.

III. Timeliness

1. Returns requests for information by the date and time specified.

2. Attends all meetings as required; attends in a prompt manner and remains throughout the meeting.
3. Arrives on time and works scheduled hours.
4. Notifies the Superintendent and building principal in the event of illness.
5. Promptly informs the Superintendent of problems that need attention.

IV. Student Discipline/Activity Management

1. Enforces all rules of Monroe School District.
2. Maintains control of students.
3. Supervises the playing area or dressing rooms until all participants have left the area.
4. Is responsible for the personal and professional appearance of each student involved in the particular event during practice and event days.
5. Works cooperatively with other staff in scheduling practice times and events.

Physical Qualifications: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

Terms of Employment: Wage and benefits are as outlined and agreed to with the Monroe School District #1J Board of Directors.

Mandatory Child Abuse Reporting: As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

Evaluation: Performance of this position will be evaluated annually.

Reviewed by: _____

Date: _____