

Mesa Union School District

Class Title: K-8 Yearbook Advisor

Annual Stipend: \$1,000.00

Basic Function:

Under the general supervision of the site administrator, the K-8 Yearbook Advisor is responsible for providing and coordinating the annual K-8 yearbook with all interested students, staff, parent volunteers, and yearbook publisher. The advisor develops the annual yearbook calendar, plans for the supervision of yearbook activities, and performs other duties directly related to this position description.

Major Duties and Responsibilities:

The duties listed below are intended to describe various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position.

1. Coordinate annual publication of the yearbook.
2. Establish dates, times, and places of events for administration approval and placement on the school calendar.
3. Hold regular yearbook meetings with all interested students, staff, parent volunteers, and yearbook publisher.
4. Coordinate the sales of yearbook.
5. Provide leadership and in-service for all interested students, staff, and parent volunteers regarding yearbook development, fundraising, and accounting operating procedures.
6. Supervise all yearbook meetings and advise their proceedings to site administrator.
7. Work directly with the site administration.
8. Complete required paperwork in specified time and manner.
9. Manage behaviors of student volunteers.
10. Utilize online graphics software for editing and organizing photographs.
11. Abide by all copyright policies and laws.
12. Manage student yearbook activities to make sure all publication deadlines are met.
13. Take all responsible precautions to provide for the health and safety of the students and to protect equipment, materials, and facilities.
14. Appropriately maintain and secure confidential records and inquiries.
15. Attend training as needed.
16. Comply with applicable district, state, local, and federal laws, rules, and regulations.

Qualifications:

The candidate must possess the knowledge, skills, and personal leadership qualities to successfully demonstrate the ability to:

- Lead, organize, solve problems, and motivate people.
- Exhibit professional demeanor.
- Display enthusiasm, strong interpersonal skills, and relate well with students, staff, administration, parents, and the community.
- Communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
- Utilize organizational and problem-solving skills.
- Develop short-term and long-term goals.
- Use technology for word processing, data management, and telecommunications.
- Exercise appropriate discretion concerning students, staff, and confidential information.

Board Approved: April 19, 2016

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Physical Requirements:

Ability to hear and speak to exchange information orally and in writing; see to read a variety of materials; walk across campus to conduct school business; sit, reach, stoop and bend as needed to perform clerical and administrative duties; and stand for extended periods of time when assisting with student supervision.

Education and Credential Requirements:

Must possess at least a Bachelor's Degree from an accredited institution with a Master's Degree preferred; and hold an appropriate California Teaching Credential issued by the California Commission on Teacher Credentialing.