

EPPING SCHOOL DISTRICT  
JOB DESCRIPTION

TITLE: HIGH SCHOOL YEARBOOK ADVISOR (Co-Curricular)

GENERAL DESCRIPTION: The High School Yearbook Advisor is responsible for advising and overseeing the production of a school-wide yearbook within the requested deadline of the yearbook vendor. The High School Yearbook Staff is open to any academically qualified student in grades 9-12. The total cost of the yearbook is raised through advertising, yearbook sales, and additional fundraising if necessary.

PERFORMANCE RESPONSIBILITIES:

1. Supervise the Yearbook Club activities.
2. Determine role of club officers and conduct election of club officers.
3. Establish club goals and plan for yearbook production, advertising, sales, and distribution.
4. Encourage students to appreciate and value their classmates, school, and community.
5. Encourage activities in support of school and community.
6. Promote and monitor these goals to keep the class on task.
7. Hold club meetings at least once monthly to facilitate the production, proofreading, advertising, sales, and distribution of yearbooks.
8. Encourage students to be creative, yet appropriate in yearbook content.
9. Work with club to develop budget for the yearbook.
10. Help club plan fundraisers and club events.
11. See general responsibilities outlined in Co-Curricular Advisor Job Description.

STIPEND: Supplementary compensation in addition to teacher contracted days per Teachers' Agreement. Paid per Teachers' Collective Bargaining Agreement based on:

Time	.04
Responsibility	.03
Service	