

PLEASANTS COUNTY SCHOOLS



JOB DESCRIPTION – HIGH SCHOOL YEARBOOK COORDINATOR

Qualifications: Meet minimum Standards for Certification as set forth by the West Virginia Board of Education Policy 5202 in Minimum Requirements for the Licensure of Professional Personnel and the qualification as outlined in West Virginia §18A-4-7a. Whereas this position is an extra-curricular assignment, individuals must be a regular employee. Applicants should have adequate technology skills and computer applications. A background in developing a school yearbook is preferred.

Immediate Supervisor: Principal and/or Assistant Principal

FLSA Status: Exempt

Evaluation: Performance in this position will be evaluated by the building principal and in accordance with WV State Code §18A-2-12 and WV State Board Policy 5310

Term of Employment: Determined by the Pleasants County Board of Education and Delineated on the district Supplemental Schedule

Salary: Determined by the Pleasants County Board of Education

Expectations / Duties and Responsibilities:

Finances

- Coordinate and supervise the sale of the yearbook.
- Oversee finances from yearbook sales.
- Purchase materials and items needed for pictures and yearbook production (ie. disks, photo paper, memory cards, batteries, ink).

Production

- Choose a yearbook theme and cover, set prices, decide on amount to be ordered.
- Manage all aspects of theme/concept work, including selection, development, design and production of cover, end sheets, title page, opening, dividers, closing and other related details.
- Make sure all students are in the yearbook and appearance is equitable.
- Follow West Board of Education Policy 4350 and insure confidentiality of students as directed.
- Work with the administration in choosing the yearbook staff- scheduling.
- Supervise students in the yearbook class.
- Work with the yearbook representative and publishing company in student training, software training, and deadlines.
- Work with the yearbook representative in setting yearbook specifications.
- Supervise the development and production of the yearbook.
- Schedule visits of the professional photographer for student/class pictures.

- Coordinate and/or supervise photography at school events, sporting events, etc.
- Track the school's activity calendar to be sure most if not all events are photographed.
- Supervise and be responsible for submitting the final yearbook pages by the deadline dates.
- Verify yearbook proof with the principal prior to submitting for print.
- Advertise yearbooks for sell.
- Make arrangements for yearbook sales and distributions.

PHYSICAL DEMANDS:

The physical demands described 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. While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/ technical laboratories where the noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.

Perform Other Job-Related Duties and Responsibilities as Assigned by the Principal / Assistant Principal

Amended: October 25, 2016