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FILE: GBBBH

School Yearbook Advisor
Job Description

Qualifications: (minimum)

1. Certified as a teacher by the West Virginia State Board of Education

Immediate Supervisor: School Principal

Duties and Responsibilities:

1. Develop, implement, and manage the school yearbook program within the guidelines provided.
2. Foster a climate conducive to learning.
3. Supervise members of the school yearbook staff whenever they are representing their school.
4. Promote good public relations for the school, community, and school system.
5. Establish and maintain an efficient record keeping system.
6. Promote and maintain positive student/teacher/parent relationships.
7. Maintain and upgrade his/her professional skills.
8. Perform other job related duties as assigned by the principal.

Jackson County Board of Education
Adopted: March 12, 1987