

ANDES CENTRAL SCHOOL DISTRICT

<b>POSITION:</b>	<b>School Yearbook Advisor</b>
<b>REPORTS TO:</b>	Principal
<b>SCHOOL BOARD APPROVAL DATE:</b>	August 8, 2016
<b>FLSA STATUS:</b>	To Be Determined
<b>TERMS OF EMPLOYMENT:</b>	In accordance with school calendar and board policy
<b>EVALUATION:</b>	In accordance with Negotiated Agreement
<b>SUPERVISORY RESPONSIBILITIES:</b>	Students

### **SUMMARY:**

The advisor of this position will be responsible for the layout, design and implementation of the yearbook.

### **QUALIFICATION/BASIC JOB REQUIREMENTS:**

1. Education Level: Bachelor's degree in education with journalism certificate (preferred but not required)
2. Yearbook experience preferred but not required
3. Ability to work with computers for layout and design
4. Supervision of students and staff

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Supervision duties include but are not limited to:

1. Layout and Design
2. Copy
3. Photography
4. Publicity
5. Sales
6. Distribution

Other responsibilities:

1. Maintains open lines of communication with administration
2. Performs other duties as assigned by principals

**WORKING 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.*

The noise level in the work environment is usually moderate to loud. Duties are performed indoors and occasionally outdoors. The employee must be able to work effectively with a myriad of teachers, administrators, parents, and various outside groups. Some district classrooms and work areas are not climate controlled and are subject to extremes of temperature and humidity. Some hazards may include but are not limited to: walking stairs, chalk dust and exposure to communicable diseases may be a potential hazard. Travel will cause exposure to hazardous driving and walking conditions. Exposure to darkroom chemicals.

***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 regularly required to sit, talk, and hear. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch and crawl. The employee must occasionally push or lift up to 50 pounds such as boxes and AV/VCR carts. The employee is directly responsible for the safety, well being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and 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. Also, requires constant hand-eye, and mind coordination, hearing; intermittent repetitive motions with the wrists, hands, and fingers, sitting, walking, and keyboarding.

The information contained in this job description is for compliance with the American with Disabilities act (A.D.A.) and is not an exhaustive list of the duties performed for this position.