



**OAKLYN PUBLIC SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: YEARBOOK ADVISOR**

**QUALIFICATIONS:**

1. Possesses NJ Teacher Certification or Certificate of Eligibility with Advanced Standing or fulfills qualifications for Substitute Teacher.
2. Has prior experience in working with students in clubs and community service situations (preferred).
3. Demonstrates abilities and skills in organizational and interpersonal relations.
4. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
5. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

**REPORTS TO:** Principal

**JOB GOAL:** To supervise and coordinate the preparation, marketing and distribution of a quality yearbook.

**PERFORMANCE DUTIES:**

1. Instructional Leadership
  - a. Communicates with the student body and staff and encourages participation in the yearbook staff.
  - b. Oversees and guides the determination of editors and/or the selection of various staff.
  - c. Meets with staff as necessary to guide and coordinate the design, photography, and production of the yearbook.
  - d. Exercises leadership in ensuring the content, complies with law, board policy and school procedures so as to be a positive reflection of the student body and school district.
  - e. Reviews and approves final layouts of all photographic and advertising inclusions as relevant.
  - f. Orders all supplies necessary for yearbook related activities.
  - g. Uses computer to lay-out images and text in a visually pleasing and organized format.

2. Professional Development

- a. Participates as appropriate in continuous study and/or attends conferences and/or workshops to maintain and enhance own knowledge in preparing yearbooks in accordance with district guidelines and budget allocations.

3. School and Community Relations

- a. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/community as appropriate.
- b. Cooperates and shares professionally with other members of the staff.
- c. Promotes awareness about the yearbook by providing information to the principal and others relevant audiences.

4. Other Assigned Duties

- a. Performs other appropriate tasks and assumes such other responsibilities in connection with the advisorship as assigned by the Principal and/or Superintendent.

**TERMS OF EMPLOYMENT:**

Ten month year. Stipend established within the Agreement between the Oaklyn Board of Education and the Oaklyn Education Association.

**EVALUATION:**

Performance of the job will be evaluated annually in accordance with the provision of the board's policies for personnel evaluation.

**DATE APPROVED:**

March 29, 2011