

**Hernando County School Board
Florida**

YEARBOOK ADVISOR

Required Qualifications:

- Minimum of a Bachelor's Degree

Desired Qualifications:

- Florida Educator's Certificate
- Current employee of the school district
- Must have experience in organizing and working with various sized groups
- Must be able to communicate effectively orally and through written correspondence and reports
- Knowledge of basic graphics
- Knowledge of the publication process of school yearbooks

Performance Responsibilities:

- Coordinate all yearbook activities with the principal
- Establish guidelines and criteria for the selection of student staff participants
- Advise students in the preparation of layout and copy
- Supervise all yearbook staff meetings and related activities
- Assist with the bidding process and in selecting a publishing company
- Schedule and facilitate photography for the yearbook
- Supervise all copy and photography selections for appropriateness and accuracy
- Be responsible for meeting yearbook deadlines for publication and distribution
- Assist students in the preparation and monitoring of a yearbook budget, including sale of books, pictures, and advertising as established by school accounting procedures
- Ensure yearbook publication is a self-supporting activity
- Maintain accurate records and balance accounts
- Sell and distribute yearbook
- Plan and supervise all fundraising activities and financial accounts
- Perform other duties as assigned by the principal and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the principal and/or designee

Terms of Employment:

Supplemental Position

Salary:

Paid in accordance with the Differentiated Pay for Additional Duty/Supplemental Schedule in the Hernando Classroom Teachers' Association (HCTA) Contract

Board Approved: 01/11/11

Revised: 05/17/11