

August 12 (All day) and August 13 (half day) planning sessions are MANDATORY for all EICs, MEs, CEs, Ref Editors, Business and Marketing Editors

Position	During Class	Outside of Class
<p>Managing Editor (ME)</p> <p>Four total/ Two per class</p> <p>Reports to EIC/Forte</p>	<p>JOB OVERVIEW: ME will take on leadership of overseeing three teams, classroom activity and deadlines.</p> <p>DAILY:</p> <ul style="list-style-type: none"> • Track who is leaving the room, where they went, when they return and if they were productive. • Keep the Do Not Disturb list updated • Track which classrooms have been interrupted each day on whiteboard • Monitor staff productivity (no homework, games or Netflix, etc.) Assign staffers who have nothing to do a chore from yearbook chore list. • Deadline enforcement- follow up with each team daily to make sure that adequate progress is being made. Work with staffers who are not making deadlines to get them back on track. • Communicate plans and any concerns to the EICs • Work with staffers to make sure their spreads fully cover a topic. Make sure designs are on the grid and follow other style rules. • Fill in assessment forms/checklists about team performance and deadlines for Mrs. Forte. • Ensure that staffers use students from whitelist on spreads. • Enforce no blacklist students on spreads without approval from EIC/Forte • Remind students of mini-deadlines and deadlines. Help them meet deadlines. • Fill in mini-deadline assessments/checklists for Mrs. Forte • Continuous education- teach skills or line up other editors to do this. <p>BEGINNING OF DEADLINE:</p> <ul style="list-style-type: none"> • Check spread planner at beginning of cycle, turn in to EIC once approved and get back to team with changes needed. • Encourage variety in coverage and types of mods used. Communicate changes to spread planner with EIC • Help teams choose appropriate template <p>END OF DEADLINE:</p> <ul style="list-style-type: none"> • Conduct performance reviews after each deadline with each staffer in your assigned teams to set goals & work out problems. • Work with staffers who are not meeting deadlines to get them back on track. NO STAFFER LEFT BEHIND- we do not write people off. Everyone can and will contribute. • Continuous education- who needs refresher on which skills to be successful? Report needs to EIC/CE/Mrs. Forte for 	<p>Attend weekly meeting, 2:45-4:30</p> <p>Check spreads BEFORE each class period meets and have feedback ready to give teams. Work with staffers to ensure their spreads fully cover a topic. Make sure designs are on the grid and follow other style rules.</p> <p>Read and check all pages after each mini deadline, take the lead position on correcting mistakes. Work with Copy Editor on this process.</p> <p>Check spreads for whitelist/blacklist coverage</p>

	<p>assistance in teaching</p> <ul style="list-style-type: none"> • Fill out required assessments/checklists for Mrs. Forte • Work with EICs/Mrs. Forte to recognize great work and effort amongst staffers. • Print top spreads to display in classroom and use as exemplars. <p>MONTHLY:</p> <ul style="list-style-type: none"> • Partner with EIC for team building prep and planning • Review ladder/deadlines and assign staffers or ask photo editor/team to take photos for future spreads. • Work to meet monthly sales goals <p>QUARTERLY:</p> <p>Sign up for and complete three photo assignments per quarter- take at least 100 photos per event, upload and tag per instructions from photo team.</p>	
<p>Copy Editor</p> <p>Two total/ One per class</p> <p>Reports to EIC/Forte</p>	<p>JOB OVERVIEW:</p> <p>CE will take on leadership of overseeing three teams and will be responsible for all aspects of copywriting in the book, including articles, mods, headlines, subheads and captions.</p> <p><i>CE will take personal responsibility for the quality of written content in book.</i></p> <p>DAILY:</p> <ul style="list-style-type: none"> • Work with EIC to write copy for cover, endsheets, title page, opening and closing spreads, and division pages • Work side-by-side with staffers to ensure their spreads fully cover a topic and that all quotes and info goes beyond the obvious. • Work throughout class with assigned teams on headlines, subheads, copy and captions. • Respond to team immediately with concern regarding interviews, facts or recurring style mistakes. • Provide direct and continuous feedback regarding what staffers need to do to improve the quality of their work/interviews. • Ensure that quotes and info goes beyond the obvious. Send staffers out for re-interviewing as needed. Provide specific guidance on what type of info is needed. • Help teach Yearbook Basics and provide on-the-spot lessons as needed. NO STAFFER LEFT BEHIND. We do not write people off. Everyone can and will contribute. • Organize page swaps between teams to proofread pages <p>BEGINNING OF DEADLINE:</p> <ul style="list-style-type: none"> • Lead story planning and peer-editing sessions with teams <p>END OF DEADLINE:</p> <ul style="list-style-type: none"> • With EIC, runs full-class read-throughs of spreads before they are submitted • Work with EICs/Mrs. Forte to recognize great work and effort 	<p>Attend staff meeting monthly, 2:45-4:30</p> <p>Responsible for copy editing all stories and pages- DAILY. Respond to team immediately with concern regarding interviews, facts or recurring style mistakes. Make sure copy is correct (factually and grammatically). Quotes and info must go beyond the obvious.</p> <p>Read and check all pages after each mini deadline, take the lead position on correcting mistakes. Work with Managing Editor on this process.</p> <p>Read and edit all team pages before they are turned over to EIC</p> <p>Check spreads for whitelist/blacklist coverage</p>

	<p>amongst staffers.</p> <ul style="list-style-type: none"> • Print examples of excellent writing, headlines, quotes and display/share. <p>MONTHLY:</p> <ul style="list-style-type: none"> • Review ladder/deadlines and assign staffers to gather content/quotes for future spreads. • Work to meet monthly sales goals <p>QUARTERLY:</p> <p>Sign up for and complete three photo assignments per quarter- take at least 100 photos per event, upload and tag per instructions from photo team.</p>	
<p>Team Leader</p> <p>Six total/ Three per class</p> <p>Reports to ME</p> <p>Team Leaders will be selected in the fall once class rosters are determined.</p>	<p>JOB OVERVIEW: Team Leader is responsible for the oversight of a team of 2-3 staffers.</p> <p>DAILY:</p> <ul style="list-style-type: none"> • Begin each class by sharing a checklist with team members of what needs to be accomplished during the class period or out of school. • Delegate jobs and follow up with each staffer throughout class to ensure adequate progress is being made. • Complete spreads and meet deadlines • Ensure people being used on spreads are not on blacklist • Incorporate people who are on the whitelist • Make sure copy is correct (factually and grammatically). Quotes and info must go beyond the obvious. Send staffers out to re-interview as needed. • Work with team to gather content (photos, quotes, info) • Track who is leaving the room, where they went, when they return and if they were productive. • Monitor staff productivity (no homework, games or Netflix, etc.). • Assign staffers who have nothing to do a chore from yearbook chore list. • Ensure all interviews and notes are uploaded to google folder. • Communicate with EIC, ME and CE as needed <p>BEGINNING OF DEADLINE:</p> <ul style="list-style-type: none"> • Lead brainstorming sessions to find unique coverage ideas • Complete spread planner • Choose template and mods, seek approval from ME <p>END OF DEADLINE:</p> <ul style="list-style-type: none"> • Work with EICs/Mrs. Forte to recognize great work and effort amongst staffers. <p>MONTHLY:</p> <ul style="list-style-type: none"> • Review ladder/deadlines and assign staffers to gather content/quotes for future spreads. • Work to meet monthly sales goals 	<p>Attend staff meeting monthly, 2:45-4:30</p> <p>Prepare a daily checklist for your team with tasks to be completed during the class period or outside of school.</p> <p>Work on spread if your team is behind.</p>

	<p>QUARTERLY: Sign up for and complete three photo assignments per quarter- take at least 100 photos per event, upload and tag per instructions from photo team.</p>	
<p>Team Member (Staffer)</p> <p>2-3 per team</p> <p>Reports to Team Leader</p>	<p>JOB OVERVIEW: Team members are assigned to specific spreads for each deadline and will be responsible for writing the copy and captions, taking pictures and attaining the quotes necessary for a complete spread.</p> <p>DAILY:</p> <ul style="list-style-type: none"> • Plan spread • Help select template and mods • Gather content- quotes, facts, photos • Write headlines, subheads, captions, copy • Complete spread with team leader • Remain productive throughout class. Ask what you can do or select a yearbook chore if you have nothing to work on. <p>OTHER:</p> <ul style="list-style-type: none"> • Help business and marketing team promote book • Help with booth sales • Proofing pages • Assisting teams that have fallen behind • Help photo editors with uploading, tagging and taking pictures <p>QUARTERLY: Sign up for and complete three photo assignments per quarter- take at least 100 photos per event, upload and tag per instructions from photo team.</p>	<p>Work on spread as needed.</p>
<p>Photo Editors</p> <p>Two total/ One per class</p> <p>Reports to EIC/Forte</p>	<p>JOB OVERVIEW: Photo editors are responsible for the oversight of all the photography in the yearbook, promptly attaining photos that have been requested, and for delegating photo requests to members of the staff.</p> <p>AUGUST/SEPTEMBER:</p> <ul style="list-style-type: none"> • Teach staff photo composition, how to use our cameras and photoshop- cutouts and anything else... • Plan and execute photo olympics or some other team building exercise that involves practice with photography. • Recruit freelance photographers (Condit, Sophie's mom, etc.) to help with photography. Figure out contact info and introduce yourselves to them. Ask for permission to use photos and how they would like to be credited. • Teach staffers how to upload photos and how to batch name with photogs name for photo credits. • With Business and Marketing team, work to promote online photo submission from parents and students. <p>DAILY:</p> <ul style="list-style-type: none"> • Ensure all cameras, batteries, cards and card readers are accounted for at beginning and end of each period. Maintain sign out/sign in sheet. 	<p>Attend staff meeting monthly, 2:45-4:30</p> <p>Photograph events outside of school. MUST be willing to work outside of school.</p>

	<ul style="list-style-type: none"> • Assist staffers in choosing the best pictures for each page- are we using the best photos? • Photoshop- cut outs, touch ups • Meet daily with EICs to discuss photo assignments and who will be taking photos. Report status of photos taken/uploaded since previous class. • Maintain a calendar and tracking system for photo assignments. • Provide reminders to staffers who have photo assignments during the current week • Provide reminders to staffers who haven't fulfilled their three photo shoots per quarter assignment. Communicate with EICs/Mrs. Forte for compliance issues. • Oversee HJ photo library- Organization, tagging, photo credits, deleting unusable photos • Check FB athletic boosters page and Condit's page for photos, obtain permission from photographers to use them, upload and tag with photographer's name. • Post and award photo of the week. • Take academic pictures daily, coordinate with staff and EIC in charge of academics to determine which classrooms to visit. • Work with staffers you notice are not taking yearbook quality photos. • Sort through and upload Lifetouch photos <p>MONTHLY:</p> <ul style="list-style-type: none"> • With Business and Marketing team, work to promote online photo submission from parents and students. (eShare) • With Business and Marketing team, work to solicit "outside of school" photos (summer, hobbies, pets, etc.) • Maintain contact with Lifetouch, Rich Condit and other parent photographers <p>OTHER:</p> <ul style="list-style-type: none"> • Thank you notes to parent photographers • Holiday gifts to parent photographers • End of year gifts to parent photographers • Candid photo day planning and staffing 	
<p>Reference Editors</p> <p>Two total</p> <p>Reports to EIC/Forte</p>	<p>JOB OVERVIEW: Oversees identification of all students/staff in people section, athletic photos/scoreboards and reference section of book.</p> <p>AUGUST:</p> <ul style="list-style-type: none"> • Create a calendar mapping out all duties for the year • Create ID badges for staffers • Yearbook All-Stars bulletin board <p>SEPTEMBER:</p> <ul style="list-style-type: none"> • Faculty phone book-update 	Attend staff meeting monthly, 2:45-4:30

	<ul style="list-style-type: none"> • ID those faculty members who did not have their picture taken and provide reminders for make up date in October. • Add teacher responsibility in data view <p>SEPT/OCT/NOV:</p> <ul style="list-style-type: none"> • Club photo schedule (photos will be November 18-19) • Work with Athletic Dept and coaches to correctly identify all students in sports photos. Place photos on page with identifying headline and caption with names • Keep updated scoreboards for all teams and provide info to teams as needed • Sign up for and complete three photo assignments per quarter- take at least 100 photos per event, upload and tag per instructions from photo team. <p>DEC/JAN:</p> <ul style="list-style-type: none"> • Identify all people in team/group photos. Place photos on page with identifying headline and caption with names • Work with Athletic Dept and coaches to correctly identify all students in sports photos. Place photos on page with identifying headline and caption with names • Keep updated scoreboards for all teams and provide info to teams as needed • Check portraits for duplicates and names; make corrections in data view • Sign up for and complete three photo assignments per quarter- take at least 100 photos per event, upload and tag per instructions from photo team. <p>FEB/MAR:</p> <ul style="list-style-type: none"> • Index scrubbing • Work with Athletic Dept and coaches to correctly identify all students in sports photos. Place photos on page with identifying headline and caption with names • Keep updated scoreboards for all teams and provide info to teams as needed • Sign up for and complete three photo assignments per quarter- take at least 100 photos per event, upload and tag per instructions from photo team. <p>DAILY: Utility players- You may be called upon to pitch in when needed (photos, interviewing, captions, proofreading, ANYTHING, etc)</p> <p>QUARTERLY: Sign up for and complete three photo assignments per quarter- take at least 100 photos per event, upload and tag per instructions from photo team.</p>	
Business & Marketing Editors	<p>JOB OVERVIEW: Business and Marketing Editors will spearhead all efforts to sell books, maintain accurate financial records and work to “maintain our public face.”</p> <p>AUGUST:</p> <ul style="list-style-type: none"> • Promote photo submission from Robinson Community using 	<p>Attend staff meeting monthly, 2:45-4:30</p> <p>Sales events outside of school hours</p>

<p>Two total/ One per class</p> <p>Reports to EIC/Forte</p>	<ul style="list-style-type: none"> eShare Print sales flyers Create an attractive display to be used throughout the year at the sales table. Coordinate locker day sales table- plan and staff event Coordinate BTSN sales table- plan and staff event <p>DAILY:</p> <ul style="list-style-type: none"> All checks and money to Lambert ASAP Enter MSB sales for MS and HS Maintain a binder with printed receipts Update classroom sales chart Senior Ads - Put onto pages as they come in. Ensure all senior ads make it into book. Contact senior ad parents who haven't purchased a book. Process parent requests to change add using OAC form. Place revised ads into book. Social Media posts (weekly) on Facebook, Instagram and Twitter (must be approved by Forte) Like and retweet daily Actively work to grow social media Utility players- You may be called upon to pitch in when needed (photos, interviewing, captions, proofreading, ANYTHING, etc) <p>EVERY OTHER WEEK:</p> <ul style="list-style-type: none"> Meet with Ms. Lambert to go over files and sales goals twice each month GMR spots- sneak peeks, sales, requests for photos. Create a schedule and produce one clip every two weeks. Submit clip to GMR. Restock sales flyers in all sub-schools <p>MONTHLY:</p> <ul style="list-style-type: none"> RamPage weekly newsletter- submit a new advertisement each month PTSA newsletter article Set up and staff two sales events per month Create mini-sales goals with EIC. Develop plan to meet goal. Celebrate each mini goal that is met- plan with EIC Monthly list of buyers posted in subschools Rush the Cafeteria days- 1x per month <p>QUARTERLY:</p> <ul style="list-style-type: none"> Gotcha Covered Cards- one time per quarter- 1,2,3 Update yearbook bulletin boards in pod Sign up for and complete three photo assignments per quarter- take at least 100 photos per event, upload and tag per instructions from photo team. <p>AS NEEDED:</p> <ul style="list-style-type: none"> Distribute photo packages Organize staff shirts/hoodies, collect names and sizes 	
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	<p>END OF YEAR</p> <ul style="list-style-type: none">• Plan distribution• Help Mrs. Lambert fill out EOY forms <p>QUARTERLY:</p> <p>Sign up for and complete three photo assignments per quarter- take at least 100 photos per event, upload and tag per instructions from photo team.</p>	
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