



HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE "B" JOB DESCRIPTION: YEARBOOK ADVISOR

QUALIFICATIONS:

1. Possesses New Jersey Teacher Certification or Certificate of Eligibility with Advanced Standing or fulfills qualifications for Substitute Teacher in the Holmdel Township Public Schools.
2. Has prior experience as a yearbook advisor or has participated on a yearbook staff (preferred).
3. Demonstrates organizational abilities and skills in interpersonal relations.
4. Successfully completes required criminal history proof of U.S. citizenship or legal resident status.
5. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal or Designee

JOB GOAL: To supervise and coordinate the preparation, marketing and distribution of a quality yearbook while providing support to each participating student in achieving a higher level of personal skill, an enhanced appreciation for the value of discipline and teamwork and an increased level of self-esteem.

PERFORMANCE RESPONSIBILITIES:

1. Instructional Leadership:
 - a. Communicates with the student body and encourages participation on the yearbook staff.
 - b. Oversees and guides the determination of editors and/or the selection of various staff.
 - c. Meets with editors/staff as necessary to guide and coordinate the production of the yearbook.

- d. Counsels staff on organization and exercises leadership in ensuring that 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. Files entry forms and makes arrangements for participation in appropriate yearbook-related workshops or contests as relevant; chaperones and supervises students during workshops and participates as needed as functionary.
- g. Submits budget needs annually to the principal in accordance with established timelines and guidelines.
- h. Orders all supplies necessary for yearbook-related activities.
- i. Accounts for all program monies including, but not limited to those obtained through fund raising efforts.

2. Student Management

- a. Provides supervision of all students involved on yearbook staff during all times of involvement and oversees penalties for violation of such standards as stipulated by Board policy and school procedures.
- b. Maintains necessary staff roster, attendance forms, eligibility records and similar paperwork and provides information to the principal as requested.

3. Professional Development

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

4. 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.

5. Other Assigned Duties

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: Stipend and work year to be established by the Board in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Associates.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Schedule "B" Staff and in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Public Board Meeting

DATE: March 22, 1995