

TITLE: DIRECTOR OF YEARBOOK – HS and MS

QUALIFICATIONS: New Jersey Teaching Certificate.

REPORTS TO: Superintendent of Schools and Principal

TERMS: School Year (10 Months)

RESPONSIBILITIES INCLUDE:

1. Actively seek students to participate in the publication of the school yearbook.
2. Instill in students a sense of pride and accomplishment for their participation in the publication of the yearbook.
3. Finance the publication of the yearbook by actively seeking ads.
4. Supervise students in the selling and distribution of the school yearbook.
5. Proof all articles and pictures that are to be published in the yearbook.
6. Confer with Principal in determining all budgetary needs.
7. Supervise students in the taking of all yearbook photographs.
8. Organize all senior and underclassmen pictures with photographer.
9. Supervise students in the design, organization and layout of yearbook.
10. Meet all deadlines as determined by printer.
11. Coordinate all necessary activities with printer and publisher.
12. Confer with the Principal as to determine who will publish yearbook each year.
13. Carryout any other duties as deemed necessary by the Superintendent and Principal as related to above.