

SUPPLEMENT PERFORMANCE RESPONSIBILITIES

TITLE: Yearbook Advisor, Secondary

QUALIFICATIONS:

- Preferred: Valid Florida Educator's Certificate
- Note: If yearbook is a class, appropriate certification authorized for course code designation.

REPORTS TO: Principal

SUPERVISES: Yearbook Participants

JOB GOAL: To provide yearbook students with a rewarding journalism experience while publishing a yearbook which is well-rounded and positive expression the school year.

PERFORMANCE RESPONSIBILITIES:

- Teach principles of journalism which will then be applied to the actual publishing of the yearbook.
- Organize the yearbook staff and oversee the design and contents of the yearbook.
- Maintain a detailed budget which will keep the yearbook in the black.
- Keep the principal informed of yearbook progress on a regular basis.
- Coordinate the senior underclass portrait photography.
- Oversee yearbook fund-raisers, book sales, ad sales and related yearbook activities.
- Proof material to be in the yearbook to protect against libel and to see that the students, faculty and school itself are handled with respect.
- Meet regularly with the yearbook company representative and fulfill contractual obligations so that the yearbook will be delivered on schedule.
- Maintain a grading system which accurately measures yearbook students' progress and effort.
- Oversee yearbook extracurricular activities such as yearbook workshops.

TERMS OF EMPLOYMENT: Annual Appointment by Principal

EVALUATION: Principal

Approved by: _____ Date: _____
(Principal)

Reviewed and agreed to by: _____ Date: _____
(PRINT – Employee's Name)

Reviewed and agreed to by: _____ Emp. ID #: _____
(Employee's Signature)

**IRS REGULATIONS REQUIRE A WITHHOLDING RATE OF 28%
ON ALL SUPPLEMENTAL PAY AS OF JANUARY 1, 1994.**