

SUPPLEMENT PERFORMANCE RESPONSIBILITIES

TITLE: Yearbook Sponsor (Middle School)

QUALIFICATIONS:

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

REPORTS TO: Principal or Designee

SUPERVISES: Yearbook Staff Students

JOB GOAL: To plan, organize and produce a quality yearbook.

PERFORMANCE RESPONSIBILITIES:

- Conduct activities and meet deadlines necessary to meet requirements of the yearbook publication company so that the book is delivered on time and distributed to students before the end of the school year.
- If the yearbook is produced through a classroom assignment, conduct the classroom and evaluate students' participation to the satisfaction of the principal.
- If the yearbook is an extracurricular activity, spend the necessary time before and/or after school with students and other support persons necessary to produce the quality book identified by the principal.
- Be responsible for all financial arrangements regarding the selling and distribution of the yearbooks. If advertising or other funds are solicited, be responsible for the proper accounting with the bookkeeper through internal accounts.

TERMS OF EMPLOYMENT: Annual Appointment by Principal

EVALUATION: Principal or Designee

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.**