

**ROCHELLE PARK BOARD OF EDUCATION**

**JOB DESCRIPTION**

**TITLE:** Yearbook Advisor

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certification and/or valid Bergen County Substitute Certificate
2. Demonstrated knowledge of effective practices for managing and working with groups of students
3. Ability to maintain a positive working environment for students
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Principal

**SUPERVISES:** Pupils

**JOB GOAL:** To guide students through the process of developing the school yearbook

**PERFORMANCE RESPONSIBILITIES:**

1. Make all necessary arrangements to facilitate creation of the yearbook, including contracting the publishing company or companies, submitting all necessary paperwork, and meeting all applicable deadlines
2. Schedules meetings for those students interested in participating in the program
3. Reports the date of yearbook events to the main office for inclusion in morning announcements and the extra-curricular calendar
4. Delegates jobs to students (e.g. photography) and provides students with support and guidance necessary to accomplish these jobs
5. Maintains an accurate roster of students who participate in creation of the yearbook, and takes attendance at each meeting

- 6. Maintains a sign-out sheet to keep track of students who need to leave the room during meetings**
- 7. Collaborates with other school personnel to schedule the use of shared school facilities when necessary**
- 8. Serves as a resource whenever information is required about the yearbook**
- 9. Provides instruction for students with regard to the skills, abilities, and behaviors necessary to work effectively as a member of a team and to create and prepare the yearbook for publishing**
- 10. Models qualities of professionalism, cooperation, and fair participation, and guides students in developing these skills.**
- 11. Holds students accountable to positive behavioral expectations, the stated expectations of the yearbook club, and all applicable rules and policies set forth by the school and the Rochelle Park Board of Education**
- 12. Communicates with administration and parents about students in the program when a student's conduct necessitates such contact (i.e. disciplinary infractions, behavior that could result in harm to self or others, etc.)**
- 13. Supervises students for the duration of scheduled activities, and ensures that they are supervised until such time as they are picked up or walk home**
- 14. Implements all policies and procedures of the Rochelle Park Board of Education**

**TERMS OF EMPLOYMENT: Salary as defined by contract, work year to include meetings no less than twice monthly from October until completion of the publication process, unless otherwise agreed upon prior to the meeting schedule being developed**