TITLE: **Annual Sponsor**

QUALIFICATIONS:

1. Has a valid Kentucky teaching certificate; or
2. Holds a valid Emergency Certificate for Substitute Teaching under the qualifications outlined in 16 KAR 2:120 Sec. 2 (7)(b); or
3. ~~Holds a Bachelor’s degree or higher with 2.5 grade point average; or~~
4. ~~Have a minimum of 64 semester hours with 2.5 grade point average and be 21 years of age; or~~
5. ~~Have a high school diploma (or its equivalent), be age 25 or over and completed 18 hour Emergency Non-certified Personnel Program; or~~
6. Is employed as a Para Educator, with Boone County Schools, and qualifies under compliance with KRS 161.180(2)
7. Have current certification of C.P.R. course including Adult and child certifications, the use of an Automatic External Defibrillator and the requisite First Aid Training, conducted by an instructor or program approved by a college or university, the American Red Cross, American Heart Association or other bone fide accrediting agency
8. Has the ability to work well with all students
9. Has the ability to communicate effectively with students, faculty, parents, and the community

REPORTS TO: Principal

JOB GOAL: To organize and supervise the process of producing a school yearbook.

PERFORMANCE RESPONSIBILITIES:

1. With the help of students, organize plans and timelines for publishing the school yearbook annually
2. Arrange for senior pictures with a professional photographer
3. Arrange for school activity pictures with professional, student and staff photographers
4. Coordinate the typing and computer work for copy
5. Coordinate the arrangement of copy, captions and layout of yearbook
6. Arrange for all school events, including vocational school to be covered to provide copy as well as photographs
7. Negotiate all contracts with vendors
8. Follow Board approved policies and procedures for purchases
9. Monitor and be responsible for all student fund raising activities related to the yearbook
10. Coordinate and supervise the selling and distribution of yearbooks
11. Follow approved accounting policies and procedures for all funds received and dispersed
12. Meet all established deadlines in the publication of the yearbook
13. Have all students under supervision of certified personnel at all times at approved after school programs
14. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

* Stipend
* Board approved 9-12-02