

GARRARD COUNTY SCHOOLS
Job Description

CLASS TITLE: YEARBOOK SPONSOR

REPORTS TO: School Principal / Designee

EXEMPT STATUS: Exempt

APPROVED:

BASIC FUNCTION:

This position oversees and supervises the production of the school yearbook.

DUTIES AND RESPONSIBILITIES:

- Maintains effective communication with students, parents, and administration.
- Possesses excellent organizational skills and meets deadlines.
- Oversees production of the school yearbook.
- Creates an environment conducive to learning and appropriate for the physical, social, and the emotional development of students.
- Supervises yearbook staff and determines student job responsibilities.
- Trains students in job responsibilities such as, copy editing, and digital/print photography, graphic design, and video production.
- Collaborates with yearbook vendor as needed.
- Collaborates with the Principal in the management of the yearbook budget.
- Obtains approval from the Principal on spreads, content, etc., prior to printing.
- Manages yearbook sales.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Health and safety regulations.
- Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Understand and follow oral and written directions.
- Read, interpret, apply, and explain policies and procedures.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a high school diploma or G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

