

EASTFORD SCHOOL DISTRICT  
Eastford, Connecticut

JOB DESCRIPTION

TITLE: Yearbook Advisor

QUALIFICATIONS: Demonstrated Ability to organize student activities  
Demonstrated interpersonal skills  
Demonstrated ability to act as liaison with staff, students and outside agencies

REPORTS TO: Building Principal

JOB GOAL: The Yearbook Advisor acts as liaison among staff, parents and students and is responsible for generating copy material that can be used to publish a yearbook.

RESPONSIBILITIES OF THE YEARBOOK ADVISOR INCLUDE BUT ARE NOT LIMITED TO:

1. Coordinates the photographing of student activities and events for inclusion in the yearbook.
2. Schedules and facilitates student meetings beginning at least three months prior to the publishing deadline.
3. Coordinates fund-raising, advertising campaign, and selling price to ensure that the yearbook can be a self-supporting financial project.
4. Collaborates with a student yearbook committee and appropriate staff to prepare the pages of the yearbook.
5. Performs any other duties as assigned by the principal.

TERMS OF EMPLOYMENT: Annual appointment in accordance with the contract