CEMS Yearbook Advisor

TITLE: CEMS Yearbook Advisor

QUALIFICATIONS:

I. Hold a valid State of Maine Criminal History Records Check Approval.

II. Must be organized.

III. Should be familiar with cameras and proper photo-taking techniques.

IV. Should be comfortable with computers, familiar with iPhoto, and willing to learn proprietary yearbook software.

V. Must have the ability to multitask.

VI. Must have the ability to meet deadlines even if it necessitates working extra hours to meet them.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES: Yearbook Club members 5-30 students. (Open to students in grades 5-8)

JOB GOAL:

- To pre-sell a large number of yearbooks.
- To include as many photos of students as possible in the yearbook.
- To document significant events in the school year with photos and include such in the yearbook.
- To produce a quality yearbook by the end of the school year.

PROFESSIONAL RESPONSIBILITIES:

- To instruct students on proper photo-taking techniques.
- To encourage student involvement in photo-taking of school events.
- To instruct students on a variety of software used, including iPhoto and the proprietary yearbook software.
- Provide students the opportunity for students to leave their mark.
- Provide students an opportunity to get involved.

TERMS OF EMPLOYMENT:

Twelve months per year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The building principal or assistant principal will perform the evaluation.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Approved: November 9, 2010

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