



Yearbook

TITLE:**Yearbook Advisor****REPORTS TO:**

Principal

GOAL:

To provide DT students with the experience of producing a school yearbook

QUALIFICATIONS:

New Jersey Teacher Certification or other appropriate credential

PERFORMANCE RESPONSIBILITIES

1. Meet with students for the purpose of developing a yearbook
2. Complete yearbook sales promotion activities
3. Assist students in developing the theme and general layout of the publication
4. Assist students in photo taking, editing and general yearbook layout
5. Complete necessary accounting for sales and distribution of yearbooks
6. Perform such other related duties and responsibilities as may be assigned by the Principal

CLUB STIPEND POSITION RESPONSIBILITIES

1. Advisors must submit a copy of the following to the building Principal:
 - Signed parental permission slips for each of the students
 - Quarterly reports of attendance and activity
 - Annual review of attendance and goals met
2. Clubs must take place after school.
3. All Clubs are yearly activities. They must meet one day per week for one year.
4. Stipends are pro-rated. If an advisor does not complete a full year of work in the district, the stipend amount will be prorated based on time served in school advising the club.
5. When requesting payment of stipend, advisors must ensure the above items have been submitted before requesting payment.

TERMS OF EMPLOYMENT

Ten month stipend as listed in the agreement with the Board of Education and the DTEA

EVALUATION

Performance of this job will be evaluated by the Principal in accordance with the above job description and Board Policy

Pending Board Approval: 8/25/2022