

Winooski School District
Co-Curricular Job Description

Position: *Yearbook Advisor (High School)*

As High School Yearbook Advisor, you will work beyond your contract time to provide a 60-80 page yearbook that includes all sports teams, school sponsored activities, senior pages, senior projects, graduation, clubs and more. The following outcomes/products will result:

- Advise and instruct a student yearbook staff in all aspects of creating and marketing the yearbook including:
 - Photography
 - Page layout using Adobe PageMaker or other publishing software
 - Sales and sponsor solicitations
 - Working with the publisher
 - Correspondence with seniors attending other schools
- Ensure compliance with school policies regarding recording, photographing and the release of information to the public and or publishers
- Supply and share photographs for the WHS web site, district Newsletter, framed hallway team photos, and photos that may be requested by the media

Compensation: Category ___/Step ___ \$ per year

Teacher Signature

Date

Administrator/ Designee

Date