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:
  o Photography
  o Page layout using Adobe PageMaker or other publishing software
  o Sales and sponsor solicitations
  o Working with the publisher
  o 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