

**Warrenton-Hammond School District
Job Description**

Job Title: Yearbook Advisor – Middle School
Reports To: Principal

JOB SUMMARY

This position is responsible for instructing and coordinating the annual middle school yearbook with a variety of students in a classroom and other settings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
 2. Coordinates annual publication of the yearbook.
 3. Completes required paperwork in specified time and manner.
 4. Manages behaviors of student volunteers.
 5. Utilizes online graphics software for editing and organizing photographs.
 6. Abides by all copyright policies and laws.
 7. Manages students to make sure all publication deadlines are met.
 8. Assists administration in implementing policies and rules governing student life and conduct.
 9. Works to establish and maintain open lines of communication with students and their parents concerning the academic and behavioral progress of their students through conferences, written messages, telephone calls and/or e-mail.
 10. Promptly reports any serious accident or illness affecting students in the teacher's charge or any incident which might affect the school, teachers or students therein.
 11. Takes all responsible precautions to provide for health and safety of the students and to protect equipment, materials and facilities.
 12. Appropriately maintains and secures confidential records and inquiries.
 13. Maintains appropriate certifications and training hours as required.
 14. Professionally represents the school and the District in interactions with parents, community, staff and students.
 15. Complies with applicable District, state, local and federal laws, rules and regulations.
 16. Attends work regularly and is punctual.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
 2. Attends staff meetings.
 3. Reports issues to authorities as necessary, animal control, suspicious activity etc.
 4. Substitutes for other teachers, as necessary.
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SUPERVISORY RESPONSIBILITIES

May supervise and direct the work of educational assistants and/or teacher aide(s). All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Bachelor's degree (B.A.) or equivalent from four-year college or Master's degree (M.A.) or equivalent strongly preferred.. Prior successful experience teaching adolescent students strongly preferred. Prior experience in publications strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with and teach adolescent students.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.
- **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- **Computer Skills:** Strong working knowledge of computer usage and ability to use, e-mail, internet and word processing software, and spreadsheets including, but not limited to MS Word, MS Outlook, and Grade Keeper. Ability to use software to produce annual.
- **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of adolescent students. Possesses knowledge of effective behavior management methods. Ability to meet time lines and exercise good judgment while working in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Must have a valid teacher's license and subject specific endorsement(s) through the Teachers Standards and Practices Commission (TSPC), CPR/First Aid card and Oregon Driver License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a standard classroom/computer lab setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature:

Date:
