

**TITLE** Yearbook

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate or eligibility or County Substitute Certificate
2. Minimum experience as determined by the Board
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
4. Ability to maintain a positive learning environment and high standards of work for participants.

**REPORTS TO:** Principal

**SUPERVISES:** Yearbook

**PERFORMANCE RESPONSIBILITIES:**

1. Meet weekly from October through April
2. Design, edit, create, and publish the Lincoln School yearbook
3. Work with publisher to create a budget, deadlines, production schedule, payment options, etc.
4. Teach journalistic skills (photography, layout, copywriting, etc.)
5. Implement yearbook sales drive and solicit sponsorships to local businesses and parents.
6. Submit to Building Principal the theme, story, and photo ideas prior to production. Obtains Principals' approval for yearbook spreads prior to printings.
7. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.

**TERMS OF EMPLOYMENT:** Stipend to be determined by the Board of Education and Fairview Education Association collectively negotiated agreement. (See Schedule C.)

**EVALUATION:** Performance of this job will be evaluated annually in accordance with state law, administrative code and the provisions of the board's policy on evaluation of coaching staff.

**Board Approved: June 9, 2020**