



EDUCATION . . .
Road To Success

HANCOCK PLACE SCHOOL DISTRICT

SECTION: 400 Extra-Duty Assignments
TITLE: 012 Yearbook Sponsor

TITLE:	Yearbook Sponsor (Elementary, Middle School, and High School)
QUALIFICATIONS	<ul style="list-style-type: none">* Valid teaching certificate in the State of Missouri* Highly organized and able to meet critical deadlines* Excellent skills in grammar and spelling* Background in photography is preferred
REPORTS TO / EVALUATED BY:	Building Principal, Assistant Superintendent, and/or Superintendent
TERM OF POSITION:	The first day through the last day of the annual school year as set forth in the district's approved School Calendar.
SALARY:	Extra-duty stipend as set by the district's approved Extra-Duty Salary Schedule
JOB GOAL:	To supervise the growth and development of students in co-curricular and extra-curricular activities. To publish a school yearbook in which the students and staff can take pride.
RESPONSIBILITIES:	<ul style="list-style-type: none">* Have knowledge in and follow the guidelines, rules, regulations, policies, and procedures of the Hancock Place School District for participation in extra-curricular activities.* Advertise and recruit students to participate in the activity.* Exercise proper care and handling of district equipment.* Provide for the safety of facilities and the safety of the students while conducting all meetings.* Work closely with the building administrators in recommending to the Board of Education a competent company that will print the yearbook.* Work closely with the building administrators in recommending to the Board of Education a competent company that will take the school pictures.* Work closely with the building administrators to publicize the dates and times of the students' individual and group pictures.* Responsible for taking pictures of all school-related activities for publication in the yearbook.* Responsible for the layout and contents of the yearbook.* Responsible for soliciting sponsors for the yearbook so that the student cost is minimal.* Organize, supervise, and conduct fund-raising activities as required to support the activity, and maintain accurate financial records of same.* Ensure that all publication deadlines are met so that the book is available for distribution at the scheduled date.* Responsible for sale and distribution of the yearbooks to the students and staff.* Provide a yearly inventory of supplies and equipment to a building administrator.* Inform and make recommendations concerning the activity to a building administrator.* Maintain accurate financial records that identify all sources of revenues and expenditures associated with the publication, distribution, and sale of the yearbook.* Complete all necessary paperwork in a timely manner as requested by the building administrator or the district's Board of Education.



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* Perform all other duties as dictated by law and/or assigned by the Building Principal, Assistant Superintendent, or Superintendent.

Hancock Place School District
Date Approved: December 14, 2005