



**File #35**

***Cleveland Heights-University Heights Board of Education  
Supplemental Job Description***

<b>Job Title:</b> Yearbook (Annual Advisor)	<b>Building:</b> CHHS
<b>Immediate Supervisor:</b> Principal	<b>Duration of position:</b> School year
<b>Salary Category:</b> C	<b>Expected # of participants:</b> Approx. 15
<b>Date of Last Program Review:</b> December 2014	

**Statement of purpose:**

- **In order to provide students an organized opportunity for co-curricular exposure to a shared interest, the advisor will provide oversight to all aspects of the co-curricular group.**
- **To create Cleveland Heights High School Caldron yearbook for the 2014-2015 school year**

**Group goals:** *{Refers to the general goals for the students participating in this co-curricular group}.*

- Students will attend training at the beginning of the school year provided by Jostens with a minimal fee for lunch.
- Study basic photography skills
- Interview & identify students & faculty
- Create layout and design
- Promote Sales
- Develop the book's overall theme

**Detailed essential function(s) - specific to position:** *{Refers to the duties and responsibilities of the person in charge of this co-curricular group}*

- Take students and attend training at the beginning of the school year provided by Jostens
- Organize students
- Create different levels for student participation
- Business Advertisements
- Oversee meetings and creation of Caldron

**Time Commitment Expected:** *{Refers to the total amount of time you commit as the person in charge of this co-curricular group for the duration of this activity. Please list student contact time and preparation time separately.}*

- Student contact is daily.....
- We do meet every other week and will be more frequent after Jan. 1, 2015
- Total estimated student contact time 150 hours for each advisor total 300 hrs.

**Other Duties and Responsibilities:**

- Coordinate financial aspects of the club
- Deposit all play proceeds with school treasurer/authorize payment of production bills through district fiscal policies and regulations
- Coordinate fund raising aspects for the club
- Organize all working committees and prepare schedule for rehearsals and committee meetings
- Perform other duties as assigned by the Building Principal/Superintendent

**Qualifications:**

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Teaching Certificate or Licensure
- Such alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

**Equipment Operated:**

- Computer/printer
- Telephone
- Copier
- Motor vehicle
- Calculator
- Fax machine

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students
- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional evening/weekend/summer work
- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

*The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.*