

Yearbook Sponsor

Desired Qualifications:

Must have Iowa Teacher Certification

Reports to:

HS Principal

Supervises:

All students who are participating in yearbook activities.

Position Goal:

To foster scholastic growth, a spirit of team work, and a sense of worth and confidence.

Functions of Yearbook Sponsor:

Has a thorough knowledge of all the activities policies approved by the Denison Board of Education and responsibility for its implementation by the entire staff of the activities program.

Has knowledge of existing system, state and league regulations and implements them consistently and interprets for staff.

Works with the activities director in scheduling, providing transportation and requirements for local and state sponsored events.

Assists in the necessary preparation to hold or attended scheduled events or practices and adheres to scheduled facility times. Assists in coordinating program with maintenance and school employees.

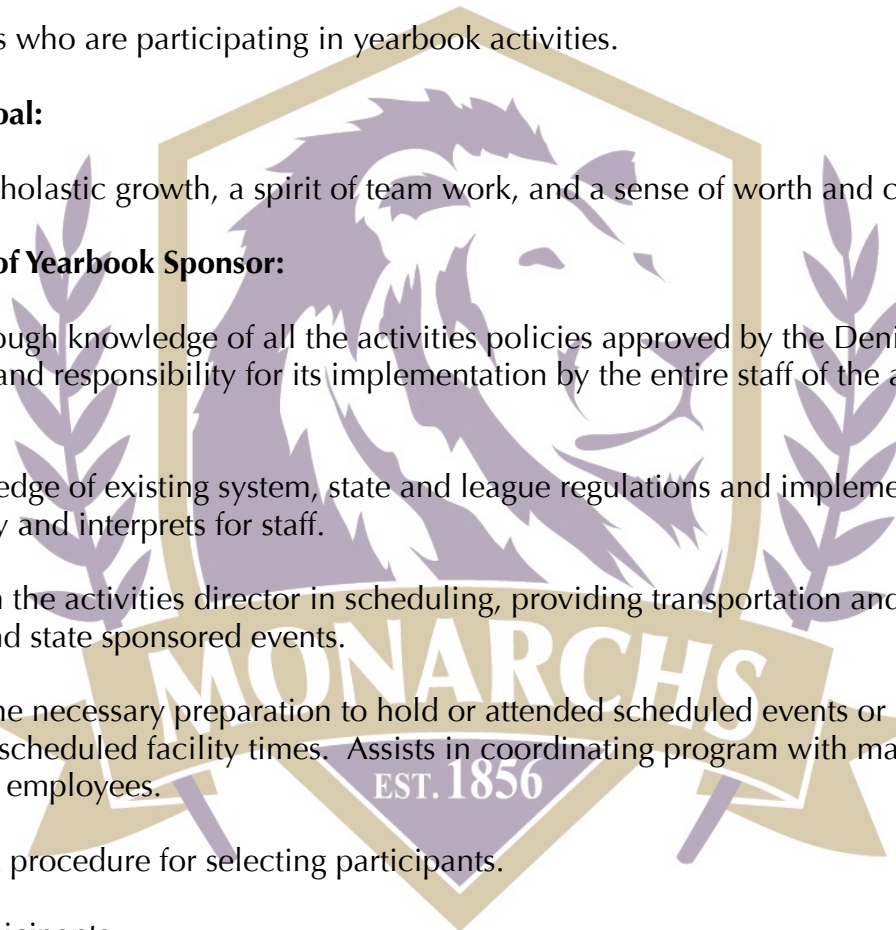
Develops a procedure for selecting participants.

Selects participants.

Oversees the instruction of students participating in Yearbook activities.

Maintains discipline, adjusts grievances and works to increase morale and cooperation.

Provide rules and other unique regulations of the activity to each student who is considered a participant.



DENISON COMMUNITY SCHOOLS

Monitors facilities used in the activity, authorizes who may enter, and issues or requisitions equipment.

Secures all doors, lights, windows and locks before leaving building if custodians are not on duty.

Promotes the activity with in the school through recruiting students who are not in another activities program, and promotes the activity outside the school through news media, youth programs or in any other feasible manner.

Responsible for maintaining good public relations with news media, parents, officials, volunteers and fans.

Determines the awards given to members of the Yearbook.

Completes all necessary year end reports (Year End Summary).

Other duties as assigned.

Terms of Employment:

Salary and length of contract to be established by the board and master contract.

Evaluation:

Performance of this position will be evaluated in accordance with provisions of the board's policy on evaluation of personnel.