

Administration

Andrea Celico, Ph.D., Superintendent
Cassandra J. Johnson, Ph.D., Assistant Supt.
Janet Pavlic, Treasurer/CFO
Jerry Zgrabik, Business Manager



Board of Education

Phil Stevens, President
Barbara A. Patterson, Vice-President
Tim Tench
Robert C. Kennedy
Eva Boyington

Job Description

Serving Bedford, Bedford Heights, Oakwood Village, Walton Hills

Position Title: HS Yearbook Advisor

Location: Bedford High School

Position Type: Stipend

Responsible To: Building Principal

Contract Amount: Category B

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 a Bedford High School yearbook for the school year

Qualifications:

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

General Responsibilities:

- Ensure students training at the beginning of the school year
- Provide support and training to students on basic photography skills
- Interview & identify students & faculty
- Create layout and design
- Develop the book's overall theme and ensure high quality editing of all content prior to publishing
- Organize the yearbook committee and prepare schedule for committee meetings
- 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
- Perform other duties as assigned by the Building Principal/Superintendent/designee

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

Time commitment/responsibilities:

- Meetings with administration (as needed- outside of school work hours/class time)
- Weekly/Monthly meeting with student and parent leaders/ members (approx. 4 hours per month minimum)
- Planning time, after school hours, for fundraisers (time varies)
- Fundraisers, after school and/or weekends
- Planning time, after school hours, for class events (time varies)
- Attend class events, after school and/or weekends in order to take pictures
- Time designated to collect fees – outside of school work hours
- Time designated to complete paperwork – outside of school hours

Equipment Operated:

- Computer/printer
- Telephone
- Copier
- 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

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Revised date January 6, 2020