



**JOB DESCRIPTION**  
SCHOOL DISTRICT U-46  
HUMAN RESOURCES

<b>Position / Title:</b> Publication (Co-Curricular)	
<b>Bargaining Unit:</b> NAC	<b>Department/Location:</b> HS Activities
<b>Calendar Days:</b> N/A	<b>Reports To:</b> Building Athletic/Activities Director
<b>JD Revision Date:</b> 09/25/2023	<b>Supervises:</b> N/A

**Function / Position Summary**

Working with students to create and publish a high-quality school yearbook, focusing on best-practice and student-focused instruction.

**Job Duties / Responsibilities**

- Implement researched-based instructional strategies that engage all students, differentiating to accommodate a range of ability levels, and acknowledging a variety of cultural backgrounds in order to support student learning and growth.
- Communicate effectively with parents, students, administrators, teacher colleagues, and community leaders.
- Maintain high expectations for student achievement and behavior and motivate students to work to their highest potential.
- Maintain equipment associated with the activity.
- Demonstrate prompt and regular attendance.
- Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Cultivate a positive, harassment free, instructional culture which motivates students through the use of effective communication and constructive feedback.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Apply and enforce student discipline in accordance with the Student Code of Conduct and appropriate student handbook.
- Coordinate sales and publicity.
- Collaborate with building administration to contract with a publisher.
- Build/develop student leadership capacity.
- Facilitate/attend student leadership camp, as applicable.
- Attend associated professional development, as applicable.
- 40 hours of facilitated student work time.
- Manage Finances and Administrative Paperwork for the Organization

**Education**

- Bachelor's Degree in Education preferred
- Appropriate Professional Educator's License (PEL) preferred  
-OR-
- High School Diploma required
- Related coursework and/or previous related experience required

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**Experience / Knowledge**

- Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback, and to conduct conferences as needed with parents, students, administrators, or other teachers.
- Strong communication, public relations, and interpersonal skills.
- Ability to effectively present information and respond to questions, inquiries, and/or complaints.
- Display courtesy, tact, and respect when dealing with others.
- Maintain appropriate confidentiality.
- Establish and maintain effective working relationships; demonstrate a commitment to teamwork.
- Ability and willingness to learn and refresh job skills through professional development in order to meet the changing needs of this position.
- Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent unscheduled interruptions, and perform duties and tasks at expected levels of professionalism.
- Spanish language skills preferred.

**Physical Demands**

- Occasionally requires physical exertion to manually move, lift, or carry heavy materials or equipment, including set pieces and other related equipment.
- Must work in noisy and crowded environments.
- Public contact requiring appropriate business-like apparel.

**Terms of Employment**

- This is an Appendix F stipend position in accordance to the school year calendar.
- For Non-ETA Coaches: this position is for this year only.
- Terms of employment will be determined in collaboration with the athletic/activity director.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_