



NEW: 08/28/2019
Submitted: 08/27/2019

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| JOB TITLE: | SPONSOR HIGH SCHOOL YEARBOOK |
| DIVISION | ACADEMIC SCHOOL |
| SALARY SCHEDULE/GRADE: | EXTRA SERVICE SALARY SCHEDULE |
| WORK YEAR: | 187 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 3190 |
| BARGAINING UNIT: | CERA |

SCOPE OF RESPONSIBILITIES

Serves as yearbook sponsor in high school and reports to the principal in various high school athletic programs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Promotes all sports and activities in the school and community

Plans, organizes, and prints the school yearbook on an annual basis

Plans and assists in all events, competitions, and programs

Assists in organizing and supervising all practices and meetings

Teaches fundamental skills, strategy, and rules for yearbook including editing the final copy

Responsible for all content in the yearbook prior to print

Responsible for all aspects of the school yearbook and its publications

Teaches good sportsmanship and Character First

Checks that all students meet all academic eligibility requirements

Keeps informed of all rules and regulations established for participation by JCPS

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs all other duties as assigned by the Principal or athletic director

PHYSICAL DEMANDS

The work is primarily sedentary. The work may requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work is repetitive. The work, at times, requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push and pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS

Kentucky Teacher Certification

Knowledge of all academic competition programs

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace