



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

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