Updated 9/23/19

**Title:** **Yearbook Sponsor**

Supervisor/Evaluator: Superintendent or designee

Terms of Employment: As stipulated by the contractual agreement between the Rankin Association of Teachers and the Board of Education of Rankin School District #98

Job Tasks/Responsibilities:

* Interact positively and professionally with all
* Strive to positively impact the educational environment and education of our students
* Properly supervise assigned students/team via being present and aware when students are present until all participants have left or been picked up. Sponsor should not leave students unattended or leave before all students have left or been picked up.
* Maintain safety of students
* Oversee theme, design, sales, and distribution of yearbook
* Implement record keeping system for sales
* Ensure all yearbook items are school appropriate
* Proofread/edit all pages before publish
* Proofread/correct proofs from publisher
* Be available to take pictures or develop system to obtain pictures from various activities and events
* All other duties as assigned considered as “other”