



Supplemental Employment Opportunity

Yearbook Advisor #1

The Union City Area High School anticipates the need for a Yearbook Advisor #1 beginning at the start of the 2022-2023 School Year. The annual stipend amount is \$1,933.00.

Application Deadline is Noon on Monday, September 26, 2022

OBJECTIVE:

Oversee the coordination and implementation of coverage of after-school events, activities, athletics, and clubs for yearbook inclusion. Promote academic enrichment as a vital aspect of the district's educational mission.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

The following duties are representative of performance expectations.

- Uphold board policies, follow administrative procedures, and promote a favorable image of the school district.
- Help students develop a distinctive yearbook format and provide guidance with layout, picture/artwork selection, writing styles, etc. Help students with proofreading and editing functions and ensure that the yearbook content is accurate and appropriate.
- Oversee the timely coordination of photography sessions.
- Communicate high expectations and show an active interest in student progress.
- Maintain high standards for student conduct and uphold the student conduct code.
- Promote a favorable image and recognition of program participants.
- Takes precautions to ensure student safety. Does not leave student unsupervised.

TO APPLY: Submit a letter of interest and qualifications by noon on 9-12-22 to:

Mr. Daniel Keefer, UCASD High School Principal

dkeefe@ucasd.org