



# Supplemental Employment Opportunity

## Yearbook Advisor #2

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:**

Supervise Yearbook funds, including collecting, documenting, and depositing advertisements, yearbook sales, and other revenue. Organize and communicate all expenses. Prepare and submit an end-of-year financial report.

### **RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:**

(The following duties are representative of performance expectations.)

- Select and work closely with a yearbook vendor to ensure a quality product and to meet publication deadlines.
- Uphold board policies, follow administrative procedures, and promote a favorable image of the school district.
- Supervise the sale of advertising and ensure that contractual obligations are fulfilled.
- Supervise approved fund raising projects and ensure that all financial activities are processed through the proper student activity accounts. Maintain accurate records and submit reports on time.
- 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**

[dkeefer@ucasd.org](mailto:dkeefer@ucasd.org)