



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

POSITION DESCRIPTION

**POSITION:** Yearbook Sponsor

**JOB SUMMARY:**

The yearbook sponsor is the representative of the principal to ensure that the yearbook has a reflective representation of the school community. The sponsor will work with the administration, various school organizations, classes, students and volunteers to create a book that is inclusive of the schools student life. These efforts can be accomplished through after-school activities, class assignments, extra curricular activities that include but are not limited to, sports, fine arts, dances, clubs, organizations and community services groups.

**REPORTS TO:** School Principal

**QUALIFICATIONS AND EXPERIENCE:**

1. Excellent oral and written communication skills
2. Demonstrated management, leadership and human relations skills
3. Ability to exercise good judgment in making decisions
4. Proven ability to carry an assignment to its completion
5. Demonstrated success in accomplishing tasks akin to the duties and responsibilities listed below
6. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable

**DUTIES AND RESPONSIBILITIES:**

1. Work with the principal to establish guidelines that are appropriate for yearbook material and information including yearbook sales, distribution and advertising.
2. Work with the yearbook company to have a clear understanding of the deadlines and what needs to be accomplished for each date set.
3. Set up an process for the gathering of advertising, pictures, group photos , school functions, athletics, fine arts and any other club or organization that is going to be represented in the yearbook.
4. Work closely with the principal to determine a work area that has access to computers.
5. Work closely with the financial secretary to determine pricing and cost of the yearbook.
6. Secure cameras, film and photographer for pictures to be used in the yearbook
7. Establish student staff members to assist with the day to day operations of the yearbook.

**OTHER DUTIES:**

Performs related work as required or assigned by the Principal and/or Athletic Director

**PHYSICAL DEMANDS:**

Position requires significant periods of standing and walking, and is performed in a typical school environment

**UNUSUAL DEMANDS:** None

**TERMS OF EMPLOYMENT:**

Salary commensurate with qualifications and experience applied to the current year Extra Pay for Extra Duty Longevity Pay Schedule.

**FLSA STATUS:** Exempt

**EVALUATION:**

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

**APPLICATION PROCEDURE:**

Coach/Club/Advisor application should be submitted to the Principal where vacancy exists.

References must be directly related to work experience and must include current immediate supervisor.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

**Nondiscrimination Statement**

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources  
410-535-1700

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481.

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**Anti-sexual, Anti-racial and Anti-disability Harassment Statement**

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Ms. Kimberly Roof  
Director of Student Services  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Ms. Laveeta Hutchins  
Director of Human Resources  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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