



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: Editorial Advisor to the *SHIELD* – High School

PURPOSE: To coordinate all aspects of the production of the annual yearbook.

ACTIVITIES:

1. Supervises the selection and meetings of the editorial staff.
2. Acts as the liaison and coordinator of business relationships among the publisher, photographer, and the school.
3. Oversees the instruction of staff members in writing, designing, photographing and related technical aspects of yearbook production.
4. Assists and supervises the staff in attaining photographs and data, the arrangement of special schedules, and the use of all materials.
5. Consults with the Business Advisor regularly on financial matters and the distribution of the publication.
6. Is responsible for turning in all financial information on a timely basis and must “close” the club’s books prior to the end of the school year in order to receive final stipend payment.

FUNDING: (See Business Advisor’s description)

DURATION: September - June

Meeting times are flexible but are most frequent from September to the beginning of March based on the deadlines set by the publisher.

STIPEND: Based on Schedule B in the Working Agreement.

BOE Approved Date:

BOE Review Date: