

FOSTER-GLOCESTER REGIONAL SCHOOL DISTRICT
GLOCESTER, RHODE ISLAND

Job Description

TITLE: Yearbook Business Manager

SALARY: As per contract

FUNCTION: The Yearbook Business Manager oversees all financial responsibilities in the production, promotion, sale and distribution of the yearbook. The Business Manager works closely with the Advisor and students on yearbook staff to ensure that the production of the yearbook is self-sustaining and all that financial activities follow procedures established by the District Business Manager.

REPORTS TO: Principal

QUALIFICATIONS:

- Currently teaching a Yearbook Class
- Appropriate certification by the RI Department of Education as a secondary school teacher;
- Experience working with students in a non-classroom setting such as advisor, coach, etc. preferred;
- Coursework, training or experience in accounting or maintaining checkbooks or ledgers,
- Experience working with and/or advising students in the marketing, sales, and fundraising
- Familiarity with yearbook, literary journal, or newspaper production.
- Knowledge and skills required to supervise students, plan meeting agendas, and document activities;
- Knowledge and skills with graphic design, desktop publishing, and page layout;
- And / or any combination of education, experience, and knowledge and skills deemed substantially equivalent by the school committee or designee to those listed above

DUTIES:

- When necessary, assists the Advisor in the selection of a yearbook vendor. Works closely with the vendor to ensure production and sales deadlines are met.
- Works with the yearbook Advisor to ensure that the program is self-sustaining except for financial support as authorized in the approved budget (if applicable).
- Teaches, supervises and assists student staff in sales and marketing as they perform the functions of their job responsibilities.
- Supervises approved fundraising activities and the sale of advertising.
- Ensure that all funds are processed through accounts in accordance with guidelines established by the District Business Manager.
- Other duties and responsibilities specific to the financial oversight of production of the yearbook as assigned by the principal.

Foster-Glocester Regional School District is an Equal Opportunity Employer