



## **Job Description: Yearbook Editor**

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Section: School Volunteer Positions

Pages: 11-12

### **VOLUNTEER POSITION:** Yearbook Editor

**TIME COMMITMENT:** 2-3 hours per month, starting in September, ending in June.

Coordination with Head of School, Teachers, and editing team. When Yearbook file is completed and edited, obtain quotes for printing and coordinate with Administration for ordering, and sending the file to the printer as well as picking up the Yearbooks for the Year-end Potluck & Awards event.

### **DESCRIPTION:**

Using a PowerPoint template, design a Yearbook for the school, capturing candid photos of all student-centered school events, field trips, daily activities, Spirit Days, curricular highlights, Social Studies Expo, Science Fair, Fine Arts Fest, Winterfest Variety Showcase, PHS Survival camping trip, and special happenings involving the students. Focus is on the students in the yearbook, no ads or parent events. 8th grade Graduates will have a special 2-page spread with photo collage from their years at Steppingstone.

Start with the school calendar to map out the “Index” of the Yearbook and build the photo pages as each event occurs in sequential order.

Design a Yearbook cover.

Head of School will provide a welcome letter. Teachers will provide a summary letter for each level: Early Elementary YK - 2nd, Upper Elementary 3-5, PHS 6-8.

Editing: Typically, after the page layouts are put together, Mrs. Dudek or Mrs. Woods add witty/funny captions to some of the pics. Previous year's verbiage for annual events like Science Fair and Social Studies Expo should still be relevant, but Mr. Liou has added a few new events. Many write-ups can be cut & pasted from the Newsletter (with minor editing).



School activity photos are saved on Google Drive. Mrs. Dudek will be providing the "student interview" questions to accompany the student's official yearbook photos, usually by end of April/early May.

Can coordinate with the Auction Keepsake Catalog volunteer if the position is filled by another individual.

### **GUIDELINES:**

- Ensure each student is represented in the entire book an equal number of times. Students may not be in EVERY picture, but each student will be in about 12-15 photos in the Yearbook for different activities throughout the year.
- Each student has their own 1/2 page "interview" with their official school photo.
- Each student will have a photo of their Science Fair & Social Studies presentation boards from those events.
- Each graduating 8th grader gets a 2-page spread with legacy photos.
- Draft copy (printed) for review provided to Administration 2 months prior to the end of the school year (Approx. April). Activities that have not yet happened should have "placeholder" pages planned (such as the Fine Arts Fest, Spring Rouge Water testing, and PHS Camping Trip
- Alphagraphics is the preferred print shop, and orders can be uploaded online. Quotes should be obtained prior to sending the yearbook to print. School Administration will order. Plan 4-8 days for printing to be completed.
  - Each student receives a copy.
  - Each Trustee on the Board receives a copy
  - Each Teacher receives a copy
  - Extra copies are placed in the School Archives.

NOTE: Yearbooks are provided to students who have ordered their yearbooks on the orientation forms (from the beginning of the year) at the Year-end Potluck & Awards event.