

An **Elementary School Yearbook Coordinator** is responsible for overseeing the creation of the school's yearbook, ensuring that it reflects the spirit and memories of the students, faculty, and staff. Here are the typical job duties of an elementary school yearbook coordinator:

- Be the contact for JCES and the Yearbook Company.
- Work closely with teachers and school staff to encourage them to submit pictures of the activities that they do with their students.
- Spread the word about yearbook sales ordering flyers, posters, and other avenues. Online Ordering is a possibility.
- Organizing and uploading pictures into the design software in order to create the yearbook pages.
- Decide on the overall design and theme of the yearbook, making it age-appropriate for elementary students. Coordinate the student voting for yearbook cover and announce the winning cover.
- Use yearbook design software to create and arrange pages.
- Check each page for accuracy, ensuring that photos, captions, and student names are correct. Also checking that every student is included in the candid pictures for the yearbook.
- Review all content for spelling, grammar, and layout errors before final submission.
- Submit the yearbook design to the printing company by the deadline.
- Ensure that all students who want a yearbook have the opportunity to order one.
- Coordinate the distribution of the yearbooks to students once they arrive.
- Maintain records of students who ordered yearbooks and payment tracking.

Overall, the Elementary School Yearbook Coordinator ensures that the project is well-organized, on schedule, and that the final product is something the school community will cherish for years to come.