

Yearbook editor-in-chief job description

From Ray Westbrook, 1st Vice President, CSPAA

- Responsible for overall integrity of the yearbook - from consistency in design and appearance to deadline completion and successful delivery.
- Coordinates staff training through a summer retreat and/or workshops.
- Decides on unifying concept and arranges for its cohesive presentation in the publication.
- Selects and designs the cover for the yearbook.
- Creates a ladder for page-by-page planning and deadline execution.
- Working with key staff persons, provides templates for all pages' design and layout needs.
- Coordinates after-school and weekend work sessions, as needed.
- Serves as spokesman to the publishing company on pertinent issues.

Ray Westbrook is newspaper and yearbook adviser at St. Mark's School of Texas in Dallas, where publications he advises have won Gold Crowns, Pacemakers and Gold Stars. A frequent speaker at publications workshops during the summer, he has received the Edith Fox King Award from ILPC, the Gold Key from CSPA, the Murrell Excellence in Teaching Award from St. Mark's, and was named a Distinguished Adviser by the Dow Jones Newspaper Fund. He is 1st Vice President of the Columbia Scholastic Press Advisers Association.