**UNDER CLASS EDITOR**

As a GENERL Editor:

\_\_\_\_\_Stays in communication with all members of yearbook

\_\_\_\_\_Responsible for design and content of entire section

\_\_\_\_\_Produces master layouts and writes copy and division copy for the section

\_\_\_\_\_Assign pages to staffers and photographers

\_\_\_\_\_Proofreads copy and edits spread for grammar and content, and checks spreads

\_\_\_\_\_Keep up with progress of spreads and makes sure corrections are made

\_\_\_\_\_Meets all deadlines

\_\_\_\_\_Puts forth additional time outside of the Yearbook period to complete necessary work.

\_\_\_\_\_After first deadline submission, makes sure the staff is still working on finalizing the section, so when the

 proofs come in it will be easier

\_\_\_\_\_Attends any editors meetings assigned by Editors-in-chief

\_\_\_\_\_Fills out spread evaluation forms and hands into Editors-in-chief

\_\_\_\_\_Completes Division page

\_\_\_\_\_After your section is done, you make sure staffers have indexed all names within your section, and

 help Editors and Staff that still have deadlines to be completed.

As the Under Class Editor:

\_\_\_\_\_Refer to “General Editor” job description listed above

\_\_\_\_\_An Underclass Editor works on the section that deals with the Juniors, Sophomores, and Freshmen.

\_\_\_\_\_In charge of knowing what photographable “underclass” activities are going on

\_\_\_\_\_Keeps record of staffers assigned to pages within your Underclass section

The editor decides how the layout looks, what pictures to place, and captions that goes with the candids

\_\_\_\_\_The editor must find out how many students are in each class and must utilize those numbers to determine

 how many pages to use for each class.

Use Panel maker to make the picture boxes for the mugs and standouts, pictures, quotes, candids, and

 copy in the section.

Checks spelling of names and verifies correct grade level.

As a member of the YB staff:

\_\_\_\_\_See Staff Sheet