

## SCHOOL PHOTOGRAPHER

1 for the school

**AVAILABILITY REQUIREMENT:** Must be able to attend all class field trips and all special events. If unable to attend, it is the responsibility of the jobholder to find a substitute to take pictures. Create photo share site for each class and distribute information prior to the start of school. Create a 4's yearbook on a share site for the class.

### GENERAL RESPONSIBILITIES:

1. Take pictures of the children in the class:
  - a. On all field trips;
  - b. As requested by Teachers;
  - c. Review the monthly calendar when the newsletter comes out and identify the special days (i.e. First Day of School, Halloween Party, Teddy Bear Day, Mother's Day, etc.); and on Photographer's co-op days. These pictures are a great basis for the yearbook and taking pictures at these events will provide a seasonal look at the school year with variety and combined with field trip pictures really round out the yearbook. Check with the teachers regarding the best time for you to be there for pictures, some events are the first 10 minutes or the whole session. If you can't make a special day please arrange with the co-op parent to take pictures.
  - d. Encourage other parents to take pictures and post them to the class share site. Particularly birthday co-op days make for great pictures.
  - e. Take a variety of pictures, from individual to group. Edit the pictures on Shutterfly, a recommendation is no more than 30 per event. This will help your end of year yearbook.
  
2. SHUTTERFLY ONLINE PHOTO SHARE SITE
  - a. Create and maintain a picture sharing website (e.g. Shutterfly) for each class where Class Photographer (and other families) can post pictures of students taken during classroom activities. Posters of pictures may be created for the classroom at the Teachers' request.
  - b. Use the following naming convention when creating the class photo share site:



**Shutterfly**

WHAT KIND OF SITE DO YOU WANT TO MAKE?

Choose site category:  Family  Sports Teams  Events & Celebrations  
 Baby  Classroom  Travel  
 Wedding  Clubs & Groups  Photo Gallery

Your role: Room Parent

Grade: Preschool

Name of your site: Children & Co 2s 2012-13 232

Website URL: ChildrenCo2s201213 shutterfly.com

Who can view this site: Only people you choose (Sign-in required)

Continue

Enter Name of your site: “Children & Co Xs 20XX-XX”  
 Shutterfly will automatically create a website URL for you.

3. **Every month, email the Newsletter Editor 3-6 pictures from your class along with descriptions and names of each student included (for the Monthly Newsletter).**
4. Give Website Coordinator electronic copies of pictures to use on website (as requested).
5. You may opt to use your personal camera for taking photos in the classroom. Please be sure to upload photos taken using your personal camera to the online Class Photo Share site.

### COORDINATING SCHOOL PICTURES:

1. You will be the school’s contact person for the professional photographers. During the summer, contact them and advise who you are, and set the dates for all of the classes’ photos. Advise the other photographers of info gathered. Advise the Teachers and President of the set date for class photos. The school has used, but is not limited to, Irvin Simon Photographers. Class Photographers are NOT needed in the classroom during Picture Day, since there will be a co-op parent assigned for that day.

This involves:

- a. Contacting the professional photographer in the summer for the following year.
- b. Confirming the dates that the pictures will be taken (in the fall for the 3-year and 4-year classes, and in February for the 2-year class.) *This should be done in September, shortly after the school year begins (4s class photographer);*
- c. Notifying members, including Teachers, of the date the pictures will be taken;
- d. Distributing order forms to the members (students should bring completed forms to school on the day of pictures.)



- e. Distributing finished photos to the members.

*\*Note:* Only students enrolled at Children & Company may have their pictures taken by the professional photographer. **As requested by teachers, siblings of students may NOT have their photos taken at school by the professional photographer.**

- 2. Class Photographers are NOT needed in the classroom during Picture Day, since there will be a co-op parent assigned for that day.
- 3. Evaluate the professional photographer and/or seek other professional photographers.

**END OF YEAR RESPONSIBILITIES:**

- 1. Yearbook: In past years, the yearbook has been created on Shutterfly. If it is anticipated that yearbook expenses will exceed these amounts, the photographer should notify the 4s parents of the additional cost and give each family the option of paying the additional per yearbook cost or make a book or print photos from a share site on their own at a later date if they choose.
- 2. If you use the teacher's camera you are responsible for it. Make sure pictures taken by Teachers using the school's digital camera are available to the parents and Website Coordinator (to be posted on the school's website).
- 3. At the end of the school year, the incoming School Photographer should take the teacher's camera home for safekeeping over the summer (and return it to the school in the Fall).

Note: Camera-related costs are the responsibility of the jobholder, up to \$40. The school will reimburse an additional \$60 upon submission of all receipts (including receipts of the \$40 paid by the member) toward the 4's class yearbook.

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