Job Description
Publications Officer

The Publications Officer oversees the editing, publication, and distribution of:
The Welcome Booklet;
The Year Book

Welcome Booklet

The Welcome Booklet is a valuable resource for new and established families. It offers general information about life in France, focusing on Lyon. Specialized topics include medical information (vocabulary, as well as an extensive list of foreign language speaking practitioners), the health system, banking, public transportation, shopping (markets, specialty shops, stores for everyday needs), and restaurants (food vocabulary as well as recommendations). Short essays about Lyon’s history and culture, famous residents, places of interest, local traditions and customs are updated each year.

TO DO:

Recruit volunteers to help with:

1. Updating existing information (especially important for doctors’ contact information).
2. Layout checks and proof reading.
3. Collect new information and additions from the parent population.
4. Compile and update the content.
5. Work with the School Secretary on new essays and topics of interest as well as
6. Updated photographs.
7. The School Secretary is in charge of the printing, and the distribution of the finished booklet is done in cooperation with her. Ideally, the new edition should be made available before the end of November each year.
Yearbook

The Yearbook is the annual end-of-year publication commemorating the academic year. Every classroom teacher works with his/her students on a class page, the theme being selected by the teacher. The Director writes a message to students, parents, and teachers as an introduction to the Yearbook.

TO DO:

1. Take photographs at school events.
2. Ask parents to provide additional photographs.
3. Coordinate the Cover Picture Contest.
4. Select photographs taken by teachers during regular school hours, class trips, special presentations etc.
5. Design layout.
6. Work with the School Secretary on the final layout. She is in charge of the printing, and the distribution of the finished Yearbook is done in cooperation with her at the Annual End-of-Year Barbecue.