



## **HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE "B" JOB DESCRIPTION: NEWSPAPER ADVISOR**

### **QUALIFICATIONS:**

1. Possesses New Jersey Teacher Certification, Certificate of Eligibility with Advanced Standing, or fulfills qualifications for Substitute Teacher in the Holmdel Township Public Schools.
2. Has prior experience as a newspaper advisor (preferred).
3. Demonstrates organizational abilities and skills in interpersonal relations.
4. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
5. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal or designee

**JOB GOAL:** Supervises and coordinates the publication of a quality student newspaper while providing support to each participating student in achieving a higher level of personal skills, an enhanced appreciation for the value of cooperative efforts, and an increased level of self-esteem.

### **PERFORMANCE RESPONSIBILITIES:**

1. Instructional Leadership
  - a. Communicates with student body and encourages participation on newspaper staff.
  - b. Selects the editors and the various staffs annually.
  - c. Meets as frequently as needed with editors to guide and coordinate the production of issues.
  - d. Counsels staff on content and exercises authority to keep articles from

being libelous, destructively offensive, or in poor taste as a reflection of the school and its student body.

- e. Proofreads all articles to enhance the journalistic skills, grammar, and mechanics of the editors and staff.
- f. Reviews and approves final layouts for all photographic and advertising inclusions as well as for the articles and other materials.
- g. Files entry forms for appropriate journalistic workshops or contests.
- h. Initiates any transportation arrangements required for newspaper-related activities.
- i. Participates as needed as a functionary during workshops, contests or other activities in which the newspaper staff is involved.
- j. Submits budget needs annually to the principal in accordance with established timelines and guidelines.
- k. Orders all supplies and materials necessary for newspaper-related activities in accordance with district procedures and budget allocations.
- l. Oversees use of all funds generated through newspaper sales and related activities.

2. Student Management

- a. Supervises all students participating on the newspaper staff during all times of involvement in authorized meetings and work sessions and oversees penalties for violation of such standards as stipulated in Board policy and school procedures.
- b. Maintains necessary newspaper staff roster, attendance forms, eligibility records and similar paperwork and provides information to the principal as requested.

3. Professional Development

Participates in continuous study and research and/or attends relevant conferences and/or workshops to maintain and enhance professional competence in accordance with district guidelines and budget allocations.

4. School and Community Relations

- a. Cooperates and shares professionally with other members of the staff.
- b. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents and community residents as appropriate.
- c. Promotes awareness about the newspaper through communications with the principal and other relevant audiences.

5. Other Assigned Duties

Performs other appropriate tasks and assumes such other responsibilities in connection with the advisorship as assigned by the Principal and/or Superintendent.

TERMS OF EMPLOYMENT: Stipend and work year to be established by the Board in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Schedule "B" Staff and in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Public Board Meeting

DATE: March 22, 1995