

TITLE: NEWSPAPER ADVISOR -- HIGH SCHOOL

QUALIFICATIONS: New Jersey Teaching Certificate

REPORTS TO: Superintendent, Principal and Vice-Principal

TERMS: School Year

RESPONSIBILITIES INCLUDE:

1. Actively seeks students to participate in the publishing of the school newspaper.
2. Instill in students a sense of pride and accomplishment for their participation in the publication of the newspaper.
3. Supervise the editors in the running of newspaper meetings.
4. Proofing all articles and pictures that are to be published.
5. Assist students in editing, typing and publishing of newspaper.
6. Advise students as to improvements regarding style, approach and grammar of articles in newspaper.
7. Coordinate publishing of newspaper with students.
8. Proofread and approve all printed articles.
9. Work with students regarding the layout of articles, cartoons, headlines, artwork, etc.
10. Coordinate the distribution of newspaper to administration, staff and students.
11. Prepare newspaper budgetary.
Supervise, maintain, update and oversee the newspaper's website.
12. Carry out any other duties as deemed necessary by Superintendent and Principal as related above.