

Approved: February 25, 2020

ROCHELLE PARK BOARD OF EDUCATION

JOB DESCRIPTION

TITLE: School Newspaper Advisor

QUALIFICATIONS:

1. Valid New Jersey Instructional Certification and/or valid Bergen County Substitute Certificate
2. Demonstrated knowledge of effective practices for managing and working with groups of students
3. Ability to maintain a positive working environment for Club members
4. Strong interpersonal and communication skills
5. Demonstrated knowledge of the writing process, as well as the ability to guide students through its stages
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal

SUPERVISES: Pupils

JOB GOAL: To guide students through the all phases of the process of creating, revising, and publishing a school newspaper

PERFORMANCE RESPONSIBILITIES:

1. Schedules meetings for those students interested in participating in the program
2. Reports the dates of club events to the main office for inclusion in morning announcements and the extra-curricular calendar
3. Guides students through the process of developing story ideas, interview questions, and other material that will be included in the newspaper
4. Sets deadlines for students to submit newspaper content and holds students accountable
5. Provides constructive feedback on all submitted work, and guides students through the process of editing and revising
6. Produces no fewer than three (3) editions of the school newspaper per school year

- 7. Maintains an accurate roster of students who participate in the program, and takes attendance at each meeting**
- 8. Maintains a sign-out sheet to keep track of students who need to leave the room during meetings**
- 9. If necessary to use school facilities such as the media center or computer lab, informs the main office ahead of time**
- 10. Serves as a resource whenever information is required about the student council**
- 11. When necessary, collaborates with other school personnel to schedule use of shared spaces like the computer lab or other such school facilities**
- 12. Provides instruction for students with regard to the skills, abilities, and behaviors necessary to participate productively as a member of a team to produce a school newspaper**
- 13. Models qualities of professionalism, cooperation, diplomatic communication, and fair participation, and guides students in developing these skills.**
- 14. Holds students accountable to positive behavioral expectations, the stated expectations of the newspaper club, and all applicable rules and policies set forth by the school and the Rochelle Park Board of Education**
- 15. Communicates with administration and parents about students in the program when a student's conduct necessitates such contact (i.e. disciplinary infractions, behavior that could result in harm to self or others, etc.)**
- 16. Supervises students for the duration of scheduled activities, and ensures that they are supervised until such time as they are picked up or walk home**
- 17. Implements all policies and procedures of the Rochelle Park Board of Education**

TERMS OF EMPLOYMENT: Salary as defined by contract, work year to include meetings no less than weekly beginning in October and ending with the publication of the final issue of the school newspaper for the academic year, unless otherwise agreed upon prior to the meeting schedule being developed