

OXNARD UNION HIGH SCHOOL DISTRICT

NEWSPAPER ADVISOR

BRIEF DESCRIPTION OF POSITION:

The Newspaper Advisor shall, under the direction of the Principal and the immediate supervision of the Assistant Principal, annually produce the school yearbook.

MAJOR DUTIES AND RESPONSIBILITIES:

- a. Trains the newspaper staff.
- b. Maintains production schedules and edits and proofreads editions.
- c. Oversees the content of the newspaper so that it represents a balanced picture of the school and the community.
- d. Stays within the budget allocated for the production of the newspaper.

OTHER DUTIES AND RESPONSIBILITIES:

- a. Supervises the sale of advertisements.
- b. Maintains communication with the administration so that information pertinent to the site will be communicated to students.
- c. Informs the Director of Student Activities of calendar events.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print and for depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.

EXTRA DUTY PAY:

The Newspaper Advisor's pay shall be based on the extra duty rate of pay stated in the current certificated contract.