

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Newspaper Advisor (The Shield)

QUALIFICATIONS:

1. Possession of a teaching certificate in the State of Iowa
2. Journalism Degree

REPORTS TO: High School Principal

JOB GOAL: To assist each participating student achieve a high level of skill, an appreciation for the values of discipline and teamwork in putting out a quality student newspaper. To provide leadership and direction for students 9 through 12th grade.

PERFORMANCE EXPECTATIONS:

1. Supervise student writing and production
2. Publish a monthly student newspaper

PERFORMANCE RESPONSIBILITIES:

1. Organize students in job responsibilities
2. Attend after school events to follow up on student reporters and photographers
3. Meet deadlines set by publishing company
4. Edit articles and request rewrites, if necessary
5. Work with Managing Editor to layout each page in correct format/design
6. Collect pages for output using Quark
7. Track inventory of cameras, zip disks and videos
8. Supervise North Scott News for school-wide viewing and time
9. Other duties as assigned

TERMS OF EMPLOYMENT: Ten months. All working conditions are contained within the Master Agreement between the Board of Directors and the North Scott Education Association.

EVALUATION: This position will be evaluated using a district-approved evaluation procedure, i.e. teacher, classified, etc.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____

(Incumbent)

4/1/03

