



# SUPPLEMENTAL

ACADEMIC SPONSOR - NEWSPAPER  
JOB DESCRIPTION

**JOB TITLE:** Academic Sponsor - Newspaper  
**REPORTS TO:** Principal  
**LOCATION:** Secondary School  
**AVAILABLE:** 1 per location

**FLSA STATUS:** Supplemental  
**PAY GRADE:** SUP-03 (HS) SUP-04 (MS)  
**ASSIGNMENT:** One Year with Application  
**JOB ID & DATE:** SUP-33 | October 2023

## JOB PURPOSE SUMMARY

The Newspaper Sponsor guides and supervises the production of the school's newspaper, ensuring the regular publication of informative, engaging, and student-centered content. This role provides an opportunity to empower students in journalism, communication, and storytelling while fostering a sense of community within the school.

## REQUIREMENTS | SKILLS

### Education Level | Licensure | Work Experience

See Primary Job Description.

Graphic design experience preferred

## KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee all aspects of the newspaper production process, from content creation to publication.
- Lead and manage the student newspaper team, delegating responsibilities and encouraging teamwork.
- Provide guidance on editorial direction, article selection, and content quality to ensure the newspaper represents the school's values and showcases student achievements.
- Collaborate with students, teachers, and staff to gather articles, news pieces, features, and artwork.
- Encourage contributions from students across the school community.
- Work with students to create visually appealing page layouts, design elements, and typography that capture the essence of the school newspaper.
- Establish and adhere to a consistent publication schedule, with a minimum of one issue per month.
- Ensure timely release of each edition to meet deadlines.
- Develop and implement strategies for fundraising and managing the newspaper budget, covering expenses for materials, printing, and distribution.

- Conduct thorough proofreading, fact-checking, and quality control to maintain high editorial standards and accuracy in each issue.
- Cultivate a collaborative and creative environment, enabling students to assume leadership roles and develop their journalistic, editing, and design skills.
- Maintain open communication with students, parents, and school administration regarding newspaper content, publication schedules, and distribution.
- Provide training sessions and workshops to enhance students' skills in journalism, writing, photography, design, and newspaper production.
- Act as a mentor and advisor to students, fostering their growth in journalism, communication, teamwork, and leadership.