

WINDBER AREA SCHOOL DISTRICT
JOB DESCRIPTION

Department: Instruction/Activity

Standard Title: Newspaper Advisor

Primary Function:

The Newspaper Advisor will execute all duties required for an effective instructional/activity program for all assigned children.

Supervision Received:

The Newspaper Advisor is directly responsible to the assigned Principal and/or his/her designee.

Direction Exercised:

The Newspaper Advisor is responsible for the supervision of all assigned students, aides and volunteers.

Essential Duties:

1. To administer prescribed procedures that will insure the impartial selection of competent members of the Newspaper Staff.
2. To equitably assign staff in accordance with their qualifications.
3. To arrange for complete and comprehensive coverage of all significant school activities.
4. To develop and establish appropriate schedules and deadlines for each monthly issue.
5. To check all articles for accuracy, clarity and conformity with journalistic standards for a high school publication.
6. To arrange for subscriptions, sale and distribution of each issue.
7. To establish the necessary standards and practices to insure that the school newspaper is a self-sustaining financial venture.
8. To prepare the preliminary budget for the Newspaper in accordance with Administrative specifications/allocations.
9. To keep complete and accurate financial records consistent with the established accounting practices of the school district.
10. To complete all other financial and literary duties that will assure the publication of a successful newspaper.

11. To assume responsibility for the selection, distribution, inventory, and storage for all equipment, and supplies charged to the organization.
12. To interpret rules, regulations, policies, and procedures to members of the organization; reviewing with the Principal beforehand all problems involving clarity and/or differences of opinion.

Secondary Duties:

1. Keep informed of modern educational thought and practices through advanced study, attending conferences, clinics, workshops and seminars; membership in professional organizations and professional readings
2. Performs duties with awareness of all LEA requirements and practices.
3. Perform duties as assigned by the Superintendent and/or his/her designee.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. The Newspaper Advisor shall hold at least a bachelors degree and appropriate certification from an accredited institution and the Department of Education.
2. Meet all federal and state certification requirements.
3. Knowledge of State and Federal regulations relative to elementary and/or secondary instruction.
4. Knowledge of program planning and budgeting.
5. Excellent communication, problem solving and organization skills.

Salary:

The salary shall be established by the Board of Education in the supplemental activities compensation schedule.