



File #144

***Cleveland Heights-University Heights Board of Education
Supplemental Job Description***

Job Title: Newspaper	Building: Middle School
Immediate Supervisor: Principal	Duration of position: School year
Salary Category: G	Expected # of participants: Approx. 10-15
Date of Last Program Review: November 2014	

Statement of purpose:

- **In order to provide students an organized opportunity for co-curricular exposure to a shared interest, the advisor will provide oversight to all aspects of the co-curricular group.**

Group goals: *{Refers to the general goals for the students participating in this co-curricular group}.*

- To report on news from the building and the groups like MSAN, MSSP, sports, clubs like Robotics and Art Club, etc
- To maintain a platform to communicate with parents about upcoming events as well as to provide a synopsis of previous events
- To learn interviewing techniques and how to write to deadlines
- To teach students about how to write newspaper/newsletter format
- To practice how to use direct quotes and how to paraphrase
- Practice with formulating questions and knowing what is happening in the building each month
- To report on the academic projects, curriculum and units per grade

Minimum knowledge, skills, certifications, physical requirements: *{Refers to the minimal skills the person in charge of this co-curricular group must possess, including: equipment operation}*

- ELA/Literacy background
- How to write informational articles
- A good knowledge of grammar, spelling, punctuation, capitalization, etc.
- Ability to follow deadlines and to know what needs to be reported on
- Ability to use technology and to post on the district program (content manager)
- Ability to talk with staff and students to ascertain information

Detailed essential function(s) - specific to position:

- Oversee proofreading, layout, design and sales

- Coordinate all aspects involved in publication of school annual
- Serve as editor-in-chief
- Maintain respect at all times for confidential information
- Interact in a positive manner with staff, students, and parents
- Counsel and coordinate advertising activities
- Instruct students in journalism style, proofreading, editing, layout, design and sales
- Make contact with the public with tact and diplomacy
- Coordinate writing, editing, proofreading, and layout activities

Time Commitment Expected: *{Refers to the total amount of time you commit as the person in charge of this co-curricular group for the duration of this activity. Please list student contact time and preparation time separately. }*

- 2-3 hours the week of publishing
- 1-2 hours each of the other 3 weeks in preparation for posting

Other Duties and Responsibilities:

- Coordinate financial aspects of the club
- Deposit all play proceeds with school treasurer/authorize payment of production bills through district fiscal policies and regulations
- Coordinate fund raising aspects for the club
- Organize all working committees and prepare schedule for rehearsals and committee meetings
- Perform other duties as assigned by the Building Principal/Superintendent

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Teaching Certificate or Licensure
- Such alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

Equipment Operated:

- Computer/printer
- Telephone
- Copier
- Motor vehicle
- Calculator
- Fax machine

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students
- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional evening/weekend/summer work
- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.