

**LONG HILL TOWNSHIP PUBLIC SCHOOLS
NEWSPAPER ADVISOR JOB DESCRIPTION**

TITLE: Newspaper Advisor

QUALIFICATIONS: Interest and Skill in Directing the Students' Writing and Newspaper Production

REPORTS TO: Building Principal

CERTIFICATION: New Jersey teaching certification preferred

PERFORMANCE RESPONSIBILITIES:

Selects and trains students to be members of the school newspaper staff.

Develops a production schedule which will result in the publication of a minimum of six (6) issues during the school year.

Investigates and, if practical, utilizes an outside printing service.

Encourages student writing for inclusion into the newspaper.

Promotes interest in school activities through newspaper articles.

Maintains appropriate discipline and contacts parents, if necessary. Students' conduct should be consistent with school policy.

EVALUATION:

Annually by the building principal.

Reviewed and readopted: June 11, 2012

Approved: November 25, 1985