

**LONG HILL TOWNSHIP PUBLIC SCHOOLS**  
**STUDENT LITERARY MAGAZINE ADVISOR JOB DESCRIPTION**  
**4118.4G JD**

**TITLE:** Student Literacy Magazine Advisor

**QUALIFICATIONS:** Experience/training in budget planning, editing, layout, printing, costing, distribution

**REPORTS TO:** Building Principal

**CERTIFICATION:** New Jersey teaching certification preferred

**PERFORMANCE RESPONSIBILITIES:**

Establish and adhere to timeline and budget to be submitted to Supervisor no later than October 1.

Confer with printer as to printing schedule, costs, layout requirements, etc.

Initiate an in-school process to secure, screen and select writings and artwork for possible inclusion in the magazine.

Arrange for typing and proofreading of written copy.

Oversee the magazine layout.

Supervise training and use of pupil assistance is desirable.

Maintain discipline among magazine staff members.

Oversee distribution to the entire school district.

**EVALUATION:**

Annually by the building principal.

**Reviewed and readopted: June 11, 2012**

**Approved: February 24, 1986**