

# JOB DESCRIPTION

**DEPARTMENT:** EDUCATION SERVICES

**JOB TITLE:** NEWSPAPER ADVISOR

**REQUIREMENTS:**

**A. Education Level:** Bachelor's degree in education  
Journalism certification preferred

**B. Experience Desired:** Previous experience as newspaper advisor preferred

**C. Physical Requirements:** This position requires constant hand-eye and mind-eye coordination and hearing; intermittent repetitive motions with the wrists, hands and fingers, sitting, walking, and keyboarding. The position requires frequent lifting, bending, stooping, pulling,

**D. Other Requirements** Computer literacy

**REPORTS TO:** Principal

**RECEIVES GUIDANCE FROM:** Principal

**DATE:** Revised August 1998

**ESSENTIAL FUNCTIONS AND DUTIES:**

1. Supervises and produces all aspects of the school newspaper.
2. Performs other duties as assigned by principal.

**WORKING CONDITIONS:**

**A.**     Inside                                 Outside                                 Both  
          XX

**B. Climatic Environment:**  
Some District classrooms and work areas are not climate controlled and are subject to extremes of temperature and humidity.

**C. Hazards:** Chemical hazards from darkroom production.

**D. Work Year**

Extra duty/extra pay positions are for a fiscal year (July 1-June 30).  
Duties of the position may be performed any time during that time period depending upon the position/season.

**I have read and understand this job description and can fulfill the essential functions as listed.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

NwsprAd