

## JOB DESCRIPTION

**DEPARTMENT:** EDUCATION SERVICES

**JOB TITLE:** MIDDLE SCHOOL PUBLICATIONS ADVISOR

**REQUIREMENTS:**

**A. Education Level:** Bachelor's degree with teaching certificate

**B. Experience Desired:** Courses and/or interest in journalism, photography or art.

**C. Physical Requirements:** Hand-eye, mind-eye coordination, hearing; intermittent speaking, standing, walking and writing. Frequent carrying, keyboarding, and other repetitive motions.

**D. Other Requirements:** Exhibit strong organizational skills. Ability to meet deadlines. Ability to work with staff, students and administration to coordinate work schedules and photography sessions.

**REPORTS TO:** Principal or Assistant Principal

**RECEIVES GUIDANCE FROM:** Art Department, Tech Ed teachers, Classroom teachers

**DATE:** Revised September 1998

**ESSENTIAL FUNCTIONS AND DUTIES:**

1. Selects student staff.
2. Plans for year's photos and time line.
3. Confers with assistant principal/office secretary to coordinate photography with school events as they happen.
4. Teaches students techniques of photography and layout.
5. Contacts/confers with publisher (set dates for page submission/completion).
6. Plans regular meetings with student team to accomplish tasks.
7. Makes final decisions on what is appropriate or not appropriate.
8. Coordinates annual sales and distribution toward the end of the year.
9. Publicizes annual sales.
10. Keeps accurate records of expenses incurred/submits to Trust and Agency person.

**WORKING CONDITIONS:**

A. Inside

Outside

Both

XXX

**B. Climatic Environment:**

Some District classrooms and work areas are not climate controlled and are subject to extremes of temperature and humidity.

**C. Hazards:**

For some buildings, stairs, chalkdust and exposure to communicable diseases may be a potential hazard.

**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**

PublAd