

**Hernando County School Board
Florida**

NEWSPAPER ADVISOR

Required Qualifications:

- Minimum of a Bachelor's Degree

Desired Qualifications:

- Florida Educator's Certificate
- Experience in organizing and working with various sized groups
- Able to communicate effectively orally and through written correspondence and reports
- Knowledgeable in the major areas of newspaper industry such as, journalism, graphic design, photography, typesetting, advertising, printing and distribution
- Knowledge of computers

Performance Responsibilities:

- Coordinate all newspaper/literary magazine activities with the principal
- Assist in establishing guidelines and criteria for the selection of student/staff participants
- Instruct students in the preparation of layout and copy
- Supervise all newspaper/literary magazine staff meetings and related activities
- Assist students with the printing and publication of newspaper/literary magazine
- Proofread all news articles prior to publication for journalistic style, accuracy, and appropriateness
- Be responsible to see that the newspaper/literary magazine is typed and printed on schedule as provided by Principal
- Assist students in preparation and monitoring of budget, including sale of newspaper/literary magazine and advertising as established by school accounting procedures
- Supervise students before or after school hours in order to meet deadlines
- Ensure accuracy and truth of articles published by the school newspaper
- Perform other duties as assigned by the principal and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the principal and/or designee

Terms of Employment:

Supplemental Position

Salary:

Paid in accordance with the Differentiated Pay for Additional Duty/Supplemental Schedule in the Hernando County Teachers' Association (HCTA) Contract

Board Approved: 01/11/11

Revised: 05/17/11