



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: Advisor to *SYNAPSE* – High School

PURPOSE: To organize and publish a literary magazine featuring the writing and art/photographic work of the students.

ACTIVITIES:

1. Supervises the selection of staff members and instructs them on their responsibilities in publishing a literary magazine.
2. Oversees the planning of the publication and acquisition of materials from students.
3. Assists in the selection, editing, layout and design of the publication.
4. Acts as liaison for the school with the printer and is responsible for payment of all expenses related to the publication of the magazine.
5. Coordinates the selling of the publication and deposit of all monies with the General Treasurer of Student Activities.
6. Is responsible for turning in all financial information on a timely basis and must “close” the club’s books prior to the end of the school year in order to receive final stipend payment.

DURATION: September - May

The staff meets two to three times monthly. Intensive work is required to prepare the material for printing. The size and quantity of the publication determines the amount of time required prior to printing.

STIPEND: Based on Schedule B in the Working Agreement.

BOE Approved Date:
BOE Review Date: