



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: Editorial Advisor to the *Bulldawg Bulletin* – High School

PURPOSE: To organize and publish a newspaper reflecting the interests and talents of the students in addition to setting good standards for journalism.

ACTIVITIES:

1. Supervises the selection of staff members and instructs them in their responsibilities in publishing a school newspaper
2. Sets appropriate standards for articles, pictures, and features and consults with the principal when necessary in any areas of a controversial nature prior to printing.
3. Instructs students in writing, editing, lay-out, and various techniques used in publishing.
4. Acts as the school's liaison with the printer.
5. Supervises all meetings and determines the content of all issues in conjunction with the staff members.
6. Consults with the Business Advisor on financial matters.
7. 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.

FUNDING: Necessary for five-six issues (See Business Advisor's job description)

DURATION: September - June

Time involvement is flexible depending upon the number of issues published. Meetings occur regularly after school. At times, it is necessary for the advisor to go directly to the printer regarding delivery, content, on pick up of the publication.

STIPEND: Based on Schedule B in the Working Agreement.

BOE Approved Date:
BOE Review Date: